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ABSTRACT

This workbook is designed for use by students in conjunction with a one-unit college level independent study course with no formal group meeting or letter grades given. The workbook is designed to familiarize users with the facilities and resources of the college's library/learning center and aid in the development of skills that will be generally useful in whatever libraries the students encounter in the future. A single summary sheet briefly outlines directions for the students' use of the manual, and gives the dates that assignments are due. The five sections of the manual contain nine units: (1) preliminaries (procedures; orientation); (2) the card catalog (author/title section; subject section; parts of a catalog card; Dewey Decimal System, filing, shelving; pamphlets); (3) periodicals (periodicals and their indexes; specialized indexes; the library's own periodical list; newspapers and their indexes; Magazine Index; Search Helper); (4) reference (encyclopedias; dictionaries; biographical sources; statistical sources; Book Review Digest); and (5) conclusions (final exam; evaluation). Students are required to study the material presented in each unit, view the associated videotape if there is one, answer questions on worksheets following each unit, and complete the final examination and evaluation after progressing through the entire manual in the given sequence. (CGD)

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# LIBRARY 110

# INTRODUCTION TO LIBRARY RESOURCES

## An Independent Study Course

Second Edition, revised

by

Virginia Alleman/Ramona Davis

R. Dudley Boyce Library Learning Resources Center

Golden West College

Huntington Beach, California

1986

No. 3

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

GOLDEN WEST COLLEGE
R. Dudley Boyce Library/Learning Center

TO: Library 110 Students

FROM: Roxana Ross, Instructor/Librarian (895-8741)

*Welcome to Library 110.*

Before beginning the assignments, you will need to go to the library reference desk to fill out a "Library 110 Information Sheet" and get your time card. You will turn in and pick up all assignments at the library reference desk.

This is an independent study class. You are expected to read the workbook and answer all questions on your own. *Do not copy from other students or let them copy from you.* When you have trouble understanding any thing, ask a librarian for help.

To receive credit for the class you will need to:

- Complete all questions on the worksheets, quizzes and final.
- Turn in assignments in their numerical order.
- Turn in only one assignment at a time and wait until it is corrected before turning in the next assignment.
- Assignments are due on or before the semester deadlines listed below. Instructor's permission is needed for late assignments.

| UNIT | DAY/DATE DUE |
|---|---|
| I | TUESDAY, APRIL 7 |
| II | MONDAY, APRIL 13 |
| III | FRIDAY, APRIL 17 |
| IV AND QUIZ 1 | THURSDAY, APRIL 23 |
| V | WEDNESDAY, APRIL 29 |
| VI | TUESDAY, MAY 5 |
| VII AND QUIZ 2 | MONDAY, MAY 12 |
| VIII | FRIDAY, MAY 15 |
| IX - FINAL | WEDNESDAY, MAY 20 |

*Our sincere thanks and deep appreciation for the patience and cooperation of our typist, Barbara Wheelock, who worked so graciously and willingly with us to produce this workbook.*

*The authors*

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## PROCEDURES AND ORIENTATION

Library 110 is designed to familiarize you with the facilities and resources of the R. Dudley Boyce Learning Resources Center. The skills and knowledge acquired in this course will be useful in whatever libraries you may use in the future.

This is a one-unit, independent study with no formal group meetings. No letter grades (A, B, C, etc.) will be given.

**THE CLASS IS OFFERED ON A CREDIT/NO CREDIT BASIS ONLY.**

The course may be dropped in accordance with college regulations and is subject to the terms of the current college grading policies as described in the GWC catalog.

### Procedures

Study the material presented in each unit, view the required videotape, if any, and then start the Worksheet. Pay attention to detail and follow directions. If you are having trouble answering a question, reread the appropriate section of the workbook. The information you need in order to be able to find the answer to each question is in the text if you read it carefully enough. **Do not skip any questions.** The Reference Librarian will be glad to help you if you need assistance *after* rereading the workbook.

When you have completed a Worksheet, remove it and hand it to the Librarian at the Reference Desk. Do not lay it on the desk. The Worksheet will be corrected and ready for you to pick up within three school days. You may then turn in the next Worksheet in correct sequence. *Worksheets turned in out of sequence will not be graded.* Ask for your previous Worksheet each time you turn in a new one. Unit IX, Final Exam, will not be returned to you.

**WE ACCEPT ONLY ONE WORKSHEET AT A TIME.**
**ALLOW THREE SCHOOL DAYS CORRECTION TIME BETWEEN WORKSHEETS.**

There are deadlines for each Worksheet and quiz. The Final Exam and Evaluation is the first day of regularly scheduled final exams for the semester in which you are enrolled. Look at the Schedule of Classes for this semester and find when finals start. Write that date here:

| DEADLINE FOR COMPLETING THE COURSE | | | |
|---|---|---|---|
| Day of week | Month | Date | Year |

Notice that the interval of three school days for the instructor's correcting time means that a maximum of two Worksheets per school week should be submitted. You may decide to try to finish the class in the minimum of twenty-four school days, or you may spread it over the entire semester. Do not let your work go and then plan to turn in extra Worksheets during the last few weeks of the semester in order to complete the class on schedule. Allow some extra time for the final exam as you will not receive credit for the course unless you complete the final at a satisfactory level.

IT IS YOUR RESPONSIBILITY TO PACE YOUR WORK SO THAT ALL UNITS ARE COMPLETED AT A COMPETENT LEVEL AND TURNED IN BY THEIR RESPECTIVE DEADLINES.

In order to give you credit for this class, the State of California requires that we have a record of the number of hours spent on each assignment. Please be sure to complete the "time in/time out" section at the top of each Worksheet.

Your credit or no credit for the course will be turned in to the Registrar's Office and will be available two weeks after the end of the semester.

# UNIT I

You will be viewing the following videotapes with the units indicated:

Unit I The reference library: Orientation. VHS 432
(Playing time: 6 minutes.)

Unit II The reference library: The card catalog. VHS 431
(Playing time: 9 minutes.)

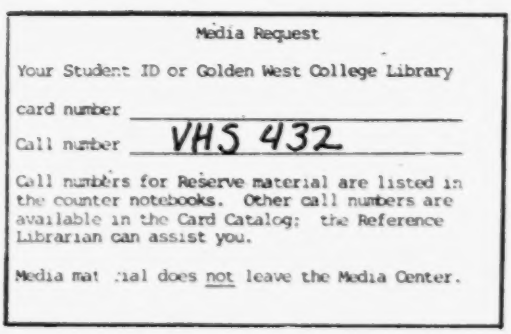
Unit IV The reference library: Periodical Indexes. VHS 433
(Playing time: 8 minutes.)

Unit VI The reference library: Reference books. VHS 434
(Playing time: 6 minutes.)

Go to the Media Center. Fill out two forms--the yellow Media Request Form and the white Instructor's Verification Form. After you have viewed the specified videotape for the unit you are studying, have the Media Assistant stamp the Verification Form. Staple one stamped Verification Form to the upper left corner of the worksheet for the appropriate unit. Staplers are located by the copy machines and in the Typing Room.

USE THEM!

View only one videotape at a time.
Turn in only one Verification Form at a time.



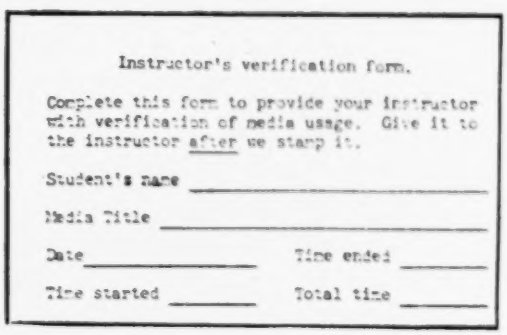
Media Request

Your Student ID or Golden West College Library card number _____

Call number VHS 432

Call numbers for Reserve material are listed in the counter notebooks. Other call numbers are available in the Card Catalog; the Reference Librarian can assist you.

Media material does not leave the Media Center.



Instructor's verification form.

Complete this form to provide your instructor with verification of media usage. Give it to the instructor after we stamp it.

Student's name _____

Media Title _____

Date _____ Time ended _____

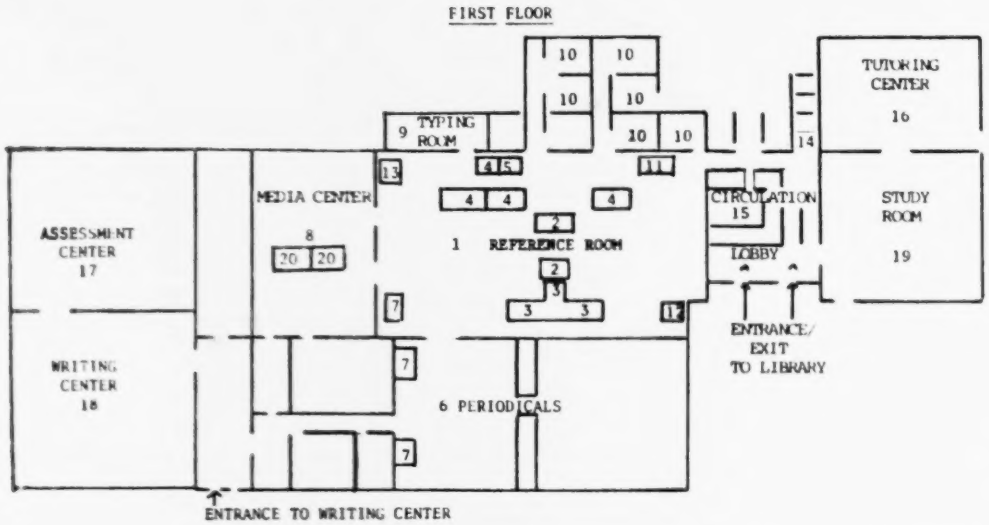
Time started _____ Total time _____

Notice you must show the initials VHS on the call number line.

VHS stands for Video Home System. This is a 1/2 inch videotape.

UNIT I

# R. DUDLEY BOYCE LIBRARY/LEARNING CENTER




1. REFERENCE ROOM
2. REFERENCE LIBRARIAN
3. CARD CATALOG
4. INDEX TABLES
5. COMPUTER REFERENCE
6. PERIODICALS
7. COPY MACHINES
8. MEDIA CENTER
9. TYPING ROOM
10. CONFERENCE ROOMS
11. PAMPHLET FILE
12. ATLASES
13. VISUAL TEK
14. STAIRS
15. CIRCULATION
16. TUTORING CENTER
17. ASSESSMENT CENTER
18. WRITING CENTER
19. STUDY ROOM
20. APPLE COMPUTER/PRINTERS

You need a library card to use Periodical and Media materials.

→ (NOTICE THE PARAGRAPH NUMBERS (1-14) BELOW. YOU WILL NEED THEM IN COMPLETING WORKSHEET I.) ←

1. REFERENCE ROOM - all reference books are located here including encyclopedias, dictionaries, atlases, almanacs and indexes.

2. The REFERENCE LIBRARIAN - will be glad to help you use the card catalog and the reference books in this room; explain other services of the library, such as Interlibrary Loan and DIALOG; and answer any questions you may have about using the collection.

3. The CARD CATALOG - contains cards (in alphabetical order) for all books and nonprint materials in the library. This is a divided catalog, AUTHOR and/or TITLE cards are on one side and SUBJECT cards are on the other.

4. The INDEX TABLES - The indexes found on these 4 tables are used to locate magazine and newspaper articles on various subjects.

5. COMPUTER REFERENCE SERVICES - online access to career information and specialized subject data bases.

6. PERIODICAL ROOM - contains current and back issues of our magazines and newspapers. Staff at the counter will fill your requests, but magazines and newspapers must be used in this room, or you may copy articles you need on the copy machines.

7. COPY MACHINES - You may copy material from books or magazines at 10 cents a page. For 25 cents a page you can also copy from microfilm.

8. MEDIA CENTER - Here you will find the library's collection of nonprint materials: videotapes, audiocassettes, slide kits, etc. Staff members will show you how to use these materials.

9. TYPING ROOM - Selectric typewriters are available for individual use at no charge.

10. SEMINAR ROOMS - enclosed areas for small groups (2 or more persons) studying together.

11. PAMPHLET FILE -

12. ATLASES

13. VISUAL TEK

14. The SECOND FLOOR - reached by these stairs, contains study spaces and our circulating collection (including fiction). A study area is located to the right at the top of the stairs.

15. CIRCULATION DESK - Here you may get a library card, and check out your books. If a book you need is not on the shelf, you may leave a request here for it to be held for you after it is located. Books placed on RESERVE at this desk are checked out for shorter periods than the three weeks allowed for books from the second floor.

16. TUTORING CENTER - offers peer tutorial assistance in most subjects at no charge to students.

17. ASSESSMENT CENTER - testing and evaluation of academic skills.

18. WRITING CENTER - lab where students receive individual instruction in writing skills.

19. STUDY ROOM - available during all library hours and until 10 p.m., Monday through Thursday and until 5 p.m. on Friday.

20. APPLE IIe COMPUTER/PRINTER - You may use the computer for $1. per 1/2 hour.

TUTORING CENTER HOURS

| | |
|---|---|
| Monday and Tuesday | 8 am - 9 pm |
| Wednesday and Thursday | 8 am - 3 pm |
| Friday | 8 am - 12 pm |

AFTER TAKING THIS WALKING TOUR OF THE LIBRARY BUILDING PLEASE STOP AT THE CIRCULATION DESK TO GET A LIBRARY CARD OR UP-DATE THE ONE YOU ALREADY HAVE.

THE REFERENCE LIBRARIAN IS ALWAYS AVAILABLE TO ASSIST YOU IN ANY WAY. DON'T HESITATE TO ASK QUESTIONS.

LIBRARY HOURS

| | |
|---|---|
| Monday thru Thursday | 8 am - 9 pm |
| Friday | 8 am - 3 pm |
| Saturday | 11 am - 3 pm |
| Sunday | Closed |

## UNIT I

### Orientation

The purpose of these first activities is to acquaint you with the location of some of our library resources and facilities.

1. Take the R. Dudley Boyce Library/Learning Center Self-Guided Tour shown on the preceding page in this unit.

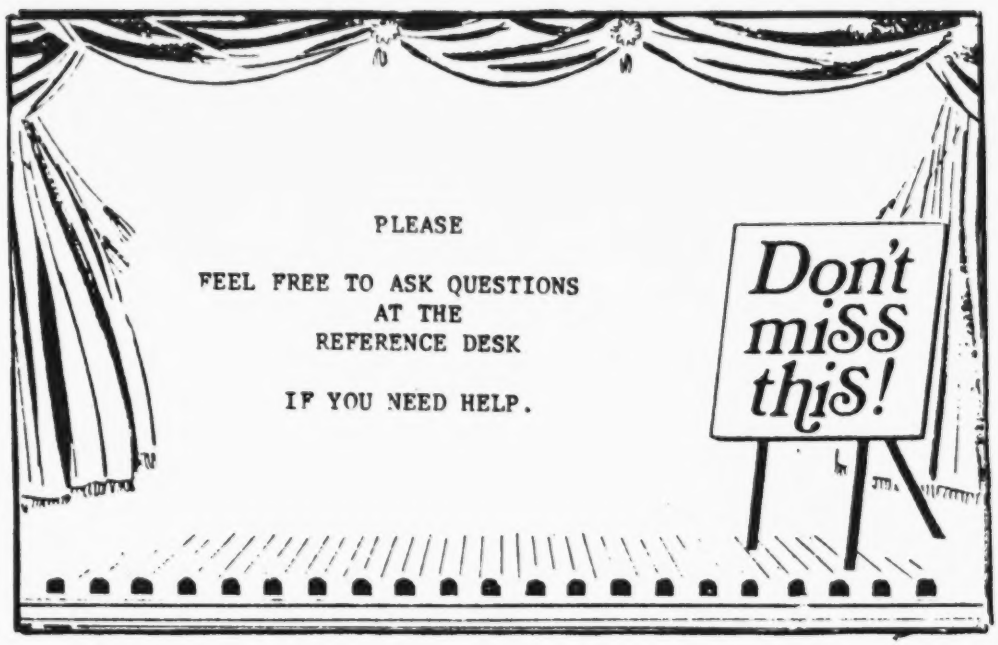
2. If you do not already have a GWC library card, take your student ID to the Circulation Desk in the main lobby and fill out a request card.

3. Go to the Media Center and fill out both a yellow Media Request Form and a white Instructor's Verification Form for VHS 432 only. View that one tape, and then staple the Instructor's Verification Form to the upper left corner of your Unit I Worksheet found at the end of this unit. Do not view videotapes for other units at this time.

4. Read the "Glossary of Library Terms" included in this unit. Do not attempt to memorize the terms at this time. They will be explained in detail as we progress through the course. Refer back to the glossary as new terms are introduced in the text.

5. Complete the Unit I Worksheet and take it to the Reference Desk. You may pick it up, corrected, within three school days. Review your paper and re-do any questions you missed by rereading the appropriate parts of the workbook. Then, if you do not understand, feel free to ask the Reference Librarian for help.

6. Keep your corrected Worksheets. You may be asked to turn them in again in order to receive credit.




7. Each Worksheet is a test to determine how much you have learned from reading one unit of the workbook. It is your responsibility to do your own work and to see that others do not copy your paper.

8. Call number locations for all materials you need are listed in the text.

## UNIT I

### Glossary of Library Terms

(These terms will be explained in greater detail in the Units that follow.)

ALMANAC: a publication, often an annual, with miscellaneous useful or interesting information and statistics, for example, World Almanac and Book of Facts.

ATLAS: a volume of maps, published either as an independent work or as a part of a larger publication.

AUTHOR: the person or organization responsible for the intellectual content of a work, generally used as the main entry in the card catalog.

BIBLIOGRAPHY: a list of books and other materials which have some relationship to each other.

BIOGRAPHY: an account of a person's life written by someone else.

CALL NUMBER: letters or numbers on the spines of books and on catalog cards that indicate the location of a particular work in a specific library.

CARD CATALOG: a listing, in card form, of material in a collection or library. See also DIVIDED CATALOG.

CATALOG: a listing of materials in a collection or library.

CATALOG CARD: an entry, in card form, representing a particular aspect (such as author, title, subject) of a work.

CITATION: a notation identifying a work or part of a work where information can be found.

CLASSIFICATION NUMBER: the first part of a call number. In nonfiction books it stands for the subject of an item, for example, 629.222 represents material on automobiles.

COPYRIGHT DATE: the date an item was deposited for copyright, usually indicated on the back of a book's title page, for example, c1985.

CROSS REFERENCE: a reference from one heading to another, for example, Mercy killing see EUTHANASIA; ATHLETICS see also COLLEGE SPORTS.

## UNIT I

## GLOSSARY

DEWEY DECIMAL CLASSIFICATION: a numerical arrangement classifying knowledge into 10 basic categories that may be further subdivided by tens or decimals as the subject becomes more specific.

DICTIONARY: a listing, with definitions or explanations, of words related to a particular language or subject.

DIVIDED CATALOG: a catalog in which all entries (author, title, subjects, etc.) are filed in two or more separate alphabets. For example, at GWC Library author and title entries are filed in one section and subject entries in another.

ENCYCLOPEDIA: general encyclopedias attempt to provide articles covering all fields of knowledge. Articles in specialized encyclopedias are limited to a specified subject area. Larger sets often have comprehensive articles, bibliographies, cross references, and indexes.

HEADING: the top line or lines added to a basic catalog card. Headings can be authors, subjects, titles, etc. All of the headings for a given book are listed at the bottom of the catalog card in the TRACINGS.

INDEX: a listing of the specific subjects included in a work, with references to their location. Also, a listing of materials in a series of periodicals or books, for example, Readers' Guide to Periodical Literature.

LETTER-BY-LETTER: an alphabetical arrangement that does not regard spaces or the division of letters into words, for example, BELLADONNA before BELL TOWER. Most dictionaries use this method; most card catalogs do not. See also WORD-BY-WORD.

MAGAZINE: see PERIODICAL.

MAIN ENTRY: the basic catalog card, usually for the author of a specific work.

PERIODICAL: a serial publication intended to appear indefinitely at regular intervals. Periodicals usually contain a number of separate articles. See also definitions in Unit IV, Periodicals and Their Indexes.

PUBLICATION DATE: the year in which a book was published, usually printed on the title page.

REFERENCE BOOK: a work prepared to furnish specific items of information rather than to be read through completely, for example, dictionaries, encyclopedias, indexes, etc.

## UNIT I

## GLOSSARY

RESERVE BOOK: material assigned by faculty to be read by all members of a class. This material is usually segregated from the rest of a library's collection and circulated for short periods of time.

"SEE ALSO" REFERENCE: an indication of an additional entry or entries under which additional or related information may be located, for example, DRAGONS, see also ANIMALS, MYTHICAL.

"SEE" REFERENCE: a referral from a name or word or phrase that is not used as an entry, to the name or word or phrase that is used as an entry, for example, Boats, see SHIPS.

STACKS: a group of shelves upon which library materials are arranged.

SUBJECT HEADING: a standard word or phrase that brings together materials on a given topic.

TITLE PAGE: a page at the front of a book that is the basis of much of the information in bibliographies and on catalog cards. It usually includes the name of the author, the title, publisher, and date.

TRACINGS: a listing at the bottom of a catalog card showing the other headings under which that work can be found in the card catalog.

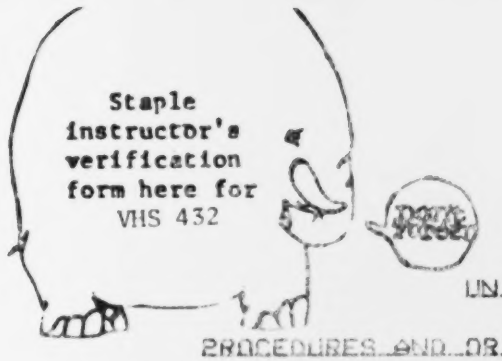
WORD-BY-WORD: the filing method in which spaces are taken into consideration so that short words are filed before longer ones beginning with the same letters, for example, BELL TOWER before BELLADONNA. This method is used by most libraries. It is also known as "nothing before something." See also LETTER-BY-LETTER.

PLEASE, OH, PLEASE!

As you answer the questions on your worksheets do not mark the materials you use. If you do, you will be depriving future Library 110 students of the right to learn by finding the answers for themselves, and you will inconvenience all other library patrons who use the materials.

IMPORTANT NOTE:

Since there are no regularly scheduled meetings of this class, the instructor may ask to confer with you individually from time to time. During these sessions we will discuss your work, the processes by which you arrived at selected answers, and any problems you may be having with the materials. Remember that you may ask to meet with the instructor at any time.




Date_____

Time in_____Time out_____

Time in_____Time out_____

UNIT I

PROCEDURES AND ORIENTATION WORKSHEET

1. According to the Glossary:

   (a) A publication that comes out at regular intervals is a _____

   (b) The list of headings at the bottom of a catalog card is called the _____

   (c) A notation identifying a work is called a _____

2. The deadline for satisfactorily completing and turning in all nine Worksheets is: Day of week _____ Month _____ Date _____ Year _____

3. How many Worksheets may be turned in at one time? _____

4. What is the correcting-time interval you should allow before turning in the next Worksheet? _____

5. What is the maximum number of Worksheets that may be turned in during one school week? _____

6. May extra Worksheets be turned in during the last few weeks of the semester so that you may complete the course on time? Yes ___ No ___

7. You should not lay Worksheets on the Reference Desk. You should _____
   _____

8. Staplers are located by the _____ machines and in the _____ Room.

NOTE:
When answering each of the following questions, indicate (in parentheses in front of each question) the Self-Guided Tour paragraph number in which you found the answer.

→( ) 9. May magazines be taken home?

   Yes ___ No ___

( ) 10. How much per hour does it cost to use a typewriter?
   _____

( ) 11. Are nonprint materials included in the card catalog?

↑ Yes ___ No ___

( ) 12. For how long may regular circulating materials be checked out? _____

13. What times does the library close on Fridays _____; on Saturdays? _____

14. (a) Did you staple your verification form for VHS 432 to the top Worksheet? Yes ___ No ___
(b) Did you put a paragraph number in front of questions 9-12? Yes ___ No ___

x x x

Take the most specific appropriate number from the Self-Guided Tour floor plan and write that number in the space provided in front of each question.

Example:

16 15. Where would you go for tutoring?

Where would you go to:

___ 16. Ask for help with this or future assignments?

___ 17. Find an index to tell you which issue of a newspaper would have an article on a specific topic?

___ 18. Get today's newspaper?

___ 19. Print a paper copy of a microfilmed magazine article?

___ 20. Find the entire circulating collection including fiction? (This means the books themselves.)

___ 21. Watch a videotape?

___ 22. Get a book of maps?

___ 23. Check out a Reserve book?

___ 24. Have a place to study for an hour after the library is closed Monday-Thursday?

___ 25. Find a listing, on cards, of all the books and nonprint materials in the Library?

ASK FOR THIS WORKSHEET TO BE RETURNED WHEN YOU TURN IN WORKSHEET #2.

## UNIT II

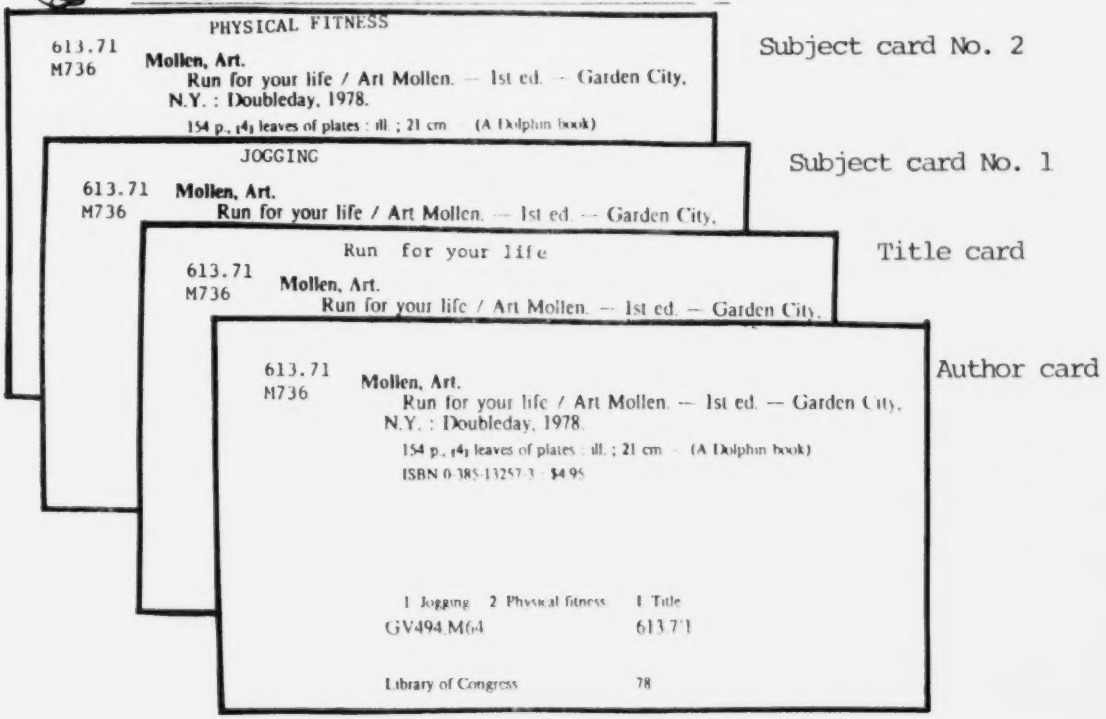
### THE CARD CATALOG: AUTHOR/TITLE SECTION

(Go to the Library Media Center and view VHS 431)

The card catalog is an alphabetical index to the contents of the library. Its drawers of cards tell you what books, audio-visual media, and pamphlets are in the library and where they are located.

Typically, for each book or media item there is a set of at least three cards--an author card, a title card, and one or more subject cards, each filed in its own alphabetical spot in the appropriate section of the card catalog. Thus, there are usually three or more different ways you can look up the same book--by author, by title, or by subject(s).

Example of a complete set of cards:


PHYSICAL FITNESS
613.71
M736
Mollen, Art.
Run for your life / Art Mollen. — 1st ed. — Garden City, N.Y. : Doubleday, 1978.
154 p., [4] leaves of plates : ill. ; 21 cm. (A Dolphin book)
JOGGING
613.71
M736
Mollen, Art.
Run for your life / Art Mollen. — 1st ed. — Garden City,
Run for your life
613.71
M736
Mollen, Art.
Run for your life / Art Mollen. — 1st ed. — Garden City,
613.71
M736
Mollen, Art.
Run for your life / Art Mollen. — 1st ed. — Garden City, N.Y. : Doubleday, 1978.
154 p., [4] leaves of plates : ill. ; 21 cm. (A Dolphin book)
ISBN 0-385-13257-3 : $4.95
1. Jogging 2. Physical fitness I. Title
GV494.M64 613'.71
Library of Congress 78

Subject card No. 2

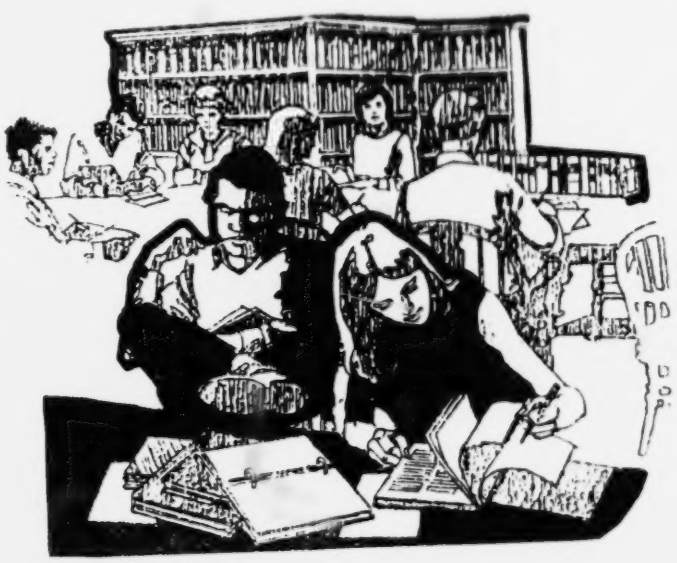
Subject card No. 1

Title card

Author card

By looking in the card catalog you can determine if the library has (1) the works of a given author, (2) a specific title, (3) materials on a particular subject. Note that our card catalog does not include magazines or newspapers.

The card catalog at GWC is divided into two separate alphabets--the **Author/Title** section and the **Subject** section. If you know the author of the book or media item you want, or if you know a specific title, use the **Author/Title** section. If you know merely that you want material on a certain topic, use the **Subject** section.



## UNIT II

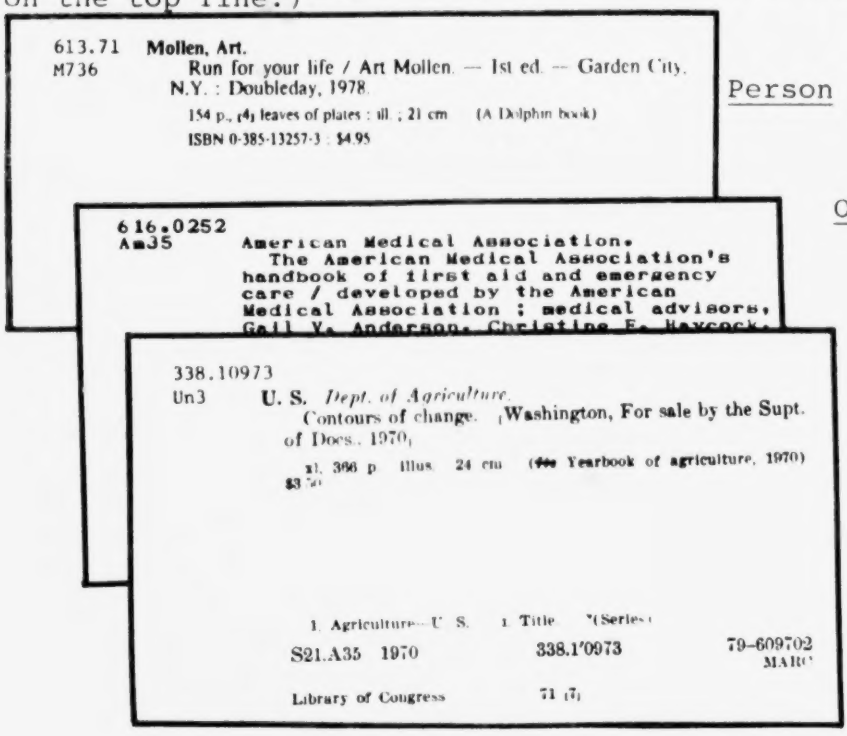
### Kinds of Catalog Cards: The Author/Title Section

For a given work, GWC Library will have one card filed under the author's name and another card filed under the title. Therefore, you may locate a book or media item in the Author/Title catalog if you know either the author or the title. For example, Art Mollen's Run for Your Life will have an author card filed in the M's and a title card filed in the R's.

### Author Cards

Author cards have the author's name on the top line. The author is usually an individual, but it may be some kind of corporate body such as an organization or a governmental body. If the author is a person, the name is inverted, last name first so that the card is filed under the author's last name.

Examples of author cards: (Note that the **AUTHOR** is shown on the top line.)

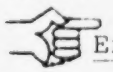

613.71
M736
Mollen, Art.
Run for your life / Art Mollen. — 1st ed. — Garden City, N.Y. : Doubleday, 1978.
154 p., [4] leaves of plates : ill. ; 21 cm (A Dolphin book)
ISBN 0-385-13257-3 : $4.95
616.0252
Am35
American Medical Association.
The American Medical Association's handbook of first aid and emergency care / developed by the American Medical Association ; medical advisors, Gail V. Anderson, Christine E. Haycock,
338.10973
Un3
U. S. Dept. of Agriculture.
Contours of change. [Washington, For sale by the Supt. of Docs., 1970]
xi, 366 p. illus. 24 cm (Yearbook of agriculture, 1970)
$3.50
1. Agriculture—U. S. 1. Title (Series)
S21.A35 1970
338.1'0973
79-609702
MARC
Library of Congress
71 [7]

Person as author

Organization as author

Governmental agency as author

If you are looking under the wrong form of the author's name, you may find a **see** card referring you to the correct form.



Example of **see** card :

Van Gogh, Vincent

see

GOGH, VINCENT VAN, 1853-1890

## Title Cards

Title cards have the title on the top line. They are duplicates of the author card, but the title has been added above the author's name. Title cards and author cards are interfiled alphabetically in the Author/Title section of the card catalog. There is a title card in the catalog for every book and media item in GWC Library. However, titles of magazines and newspapers to which we subscribe are not included in the card catalog.

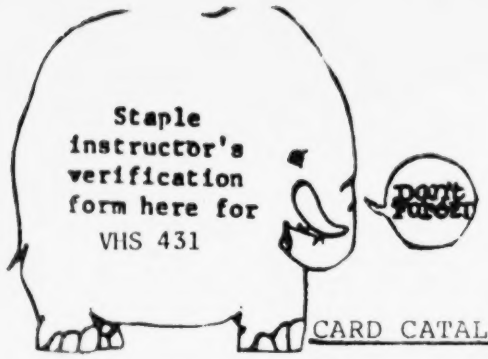
Example of title card:
(Note that the TITLE is shown on the top line.)

Run for your life

613.71
M736

**Mollen, Art.**
Run for your life / Art Mollen. — 1st ed. — Garden City, N.Y. : Doubleday, 1978.
154 p., [4] leaves of plates : ill. ; 21 cm. - (A Dolphin book)
ISBN 0-385-13257-3 : $4.95

1. Jogging. 2. Physical fitness. I. Title.
GV494.M64 613.7'1 77-78517
MARC
Library of Congress 78




Name_____ ID#_____

Date_____

Time in_____Time out_____

Time in_____Time out_____

UNIT II

CARD CATALOG: AUTHOR/TITLE WORKSHEET

(Please do not put any markings on library materials)

1. The reason GWC is said to have a divided catalog is that the author cards are filed in one section, and the title cards are filed in a separate section. True _____ False _____

2. The two sections of the GWC Library card catalog are the _____ section and the _____ section.

3. (a) Title cards have the _____ on the top line.
   (b) Subject cards have the _____ on the top line in _____ letters.

4. If you want to read Gone with the Wind but can't remember who wrote it, which type of card should you look for in the catalog? _____

5. If you are writing a paper on the topic of EARTHQUAKES, but you do not know the author or title of any book on that topic, you should look in the _____ section of the card catalog.

6. List the titles of the books by George Sheehan that appear in our card catalog. _____
   _____

7. What organization is shown as the author of a book called Manual for the Legal Secretarial Profession?_____
   _____

8. What is the title of the book put out by the Pasadena, California Art Museum? _____

9. An author who wrote well-known short stories used the name O. Henry. His works are listed in the card catalog under his real name. According to the **see** card in the card catalog, what is his real name? _____

10. What is the title of the first book listed in our Author/**Title** card catalog under O. Henry's real name?
    _____

11. Did you staple your verification form for VHS 431 to the top of this page?

    Yes ____ No ____

THE NEXT UNIT BUILDS ON INFORMATION COVERED IN THIS UNIT. DO NOT ATTEMPT UNIT III UNTIL YOU ARE SURE YOU UNDERSTAND UNIT II.

# UNIT III

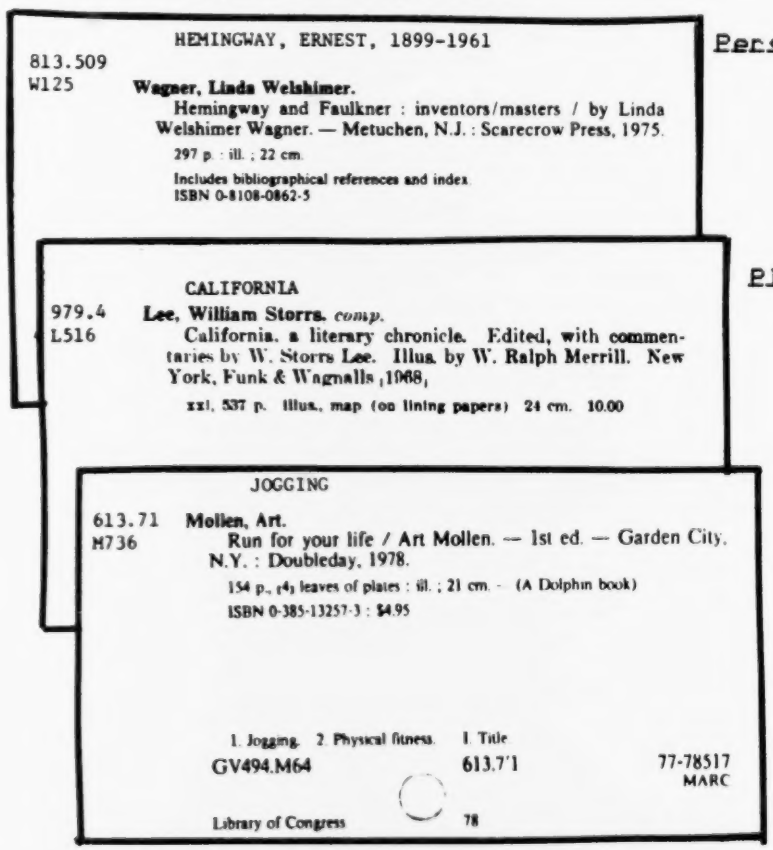
## THE CARD CATALOG: SUBJECT SECTION

The subject section of the card catalog is a third approach to the library's collection of books and nonprint materials. Use this section when you need material on a topic but do not have specific titles or authors in mind. These subject cards are duplicates of the author card, but a subject heading (in capital letters) has been added above the author's name.

Look first for the specific subject. Use SWIMMING instead of SPORTS, or TIGERS instead of ANIMALS. If your topic is too narrow, you may need to use a broader subject heading. Instead of BACKSTROKE use SWIMMING. Instead of BENGAL TIGER use TIGERS.

The subject can be a person, a place or a thing.

Examples of Subject Cards: (Note that the SUBJECT is on the top line in capital letters.)



HEMINGWAY, ERNEST, 1899-1961

813.509
W125 **Wagner, Linda Welshimer.**
Hemingway and Faulkner : inventors/masters / by Linda Welshimer Wagner. — Metuchen, N.J. : Scarecrow Press, 1975.
297 p. : ill. ; 22 cm.
Includes bibliographical references and index.
ISBN 0-8108-0862-5

Person as subject

CALIFORNIA

979.4 **Lee, William Storrs.** *comp.*
L516 California, a literary chronicle. Edited, with commentaries by W. Storrs Lee. Illus. by W. Ralph Merrill. New York, Funk & Wagnalls ,1968,
xxi, 537 p. illus., map (on lining papers) 24 cm. 10.00

Place as subject

JOGGING

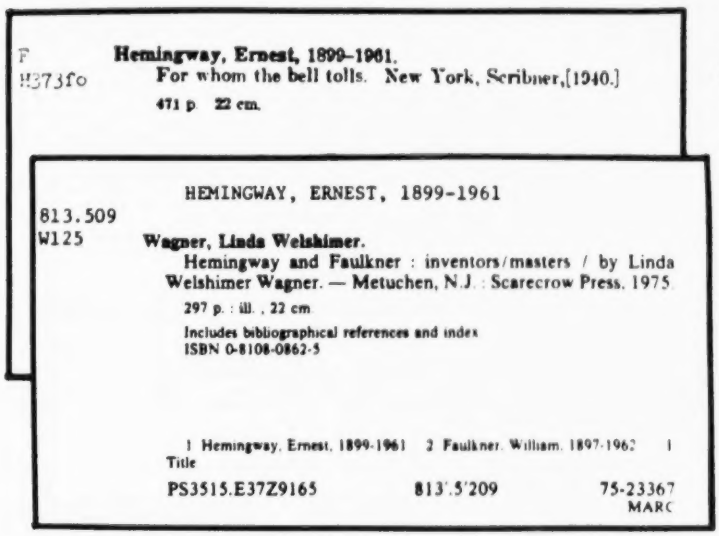
613.71 **Mollen, Art.**
M736 Run for your life / Art Mollen. — 1st ed. — Garden City, N.Y. : Doubleday, 1978.
154 p., [4] leaves of plates : ill. ; 21 cm. - (A Dolphin book)
ISBN 0-385-13257-3 : $4.95

1. Jogging. 2. Physical fitness. I. Title
GV494.M64 613.7'1 77-78517
MARC
Library of Congress 78

Thing as subject

## UNIT III

If you are looking for information about a person or about a person's works, look in the SUBJECT catalog under that person's name (last name first) rather than in the author/title catalog. For instance, books by Ernest Hemingway will be found in the author/title section, but books about his life and writings will be found in the subject section of the catalog.



F
H373fo **Hemingway, Ernest, 1899-1961.**
For whom the bell tolls. New York, Scribner,[1940.]
471 p. 22 cm.

HEMINGWAY, ERNEST, 1899-1961
813.509
W125 **Wagner, Linda Welshimer.**
Hemingway and Faulkner : inventors/masters / by Linda Welshimer Wagner. — Metuchen, N.J. : Scarecrow Press, 1975.
297 p. : ill. ; 22 cm.
Includes bibliographical references and index
ISBN 0-8108-0862-5

1. Hemingway, Ernest, 1899-1961 2. Faulkner, William, 1897-1962 I. Title
PS3515.E37Z9165 813'.5'209 75-23367
MARC

Author card for a book written by Hemingway (filed in author/title section)

Subject card (note capital letters) for a book written by Linda Wagner about Hemingway's works (filed in subject section)

Many subjects in the card catalog are so large or broad they are subdivided to indicate smaller divisions or are shown in inverted or reverse form. For example:

EDUCATION--CURRICULA
EDUCATION, ELEMENTARY
EDUCATION, HISTORY
EDUCATION--UNITED STATES

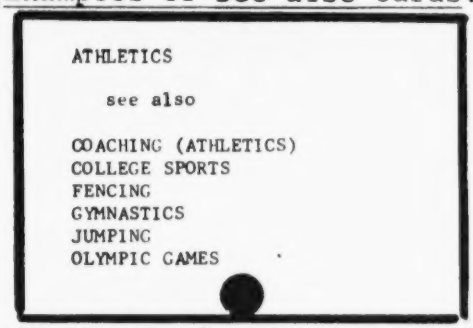
Note that in the GWC Library, cards are filed as indicated above in exact alphabetical order, ignoring any punctuation such as commas or hyphens.

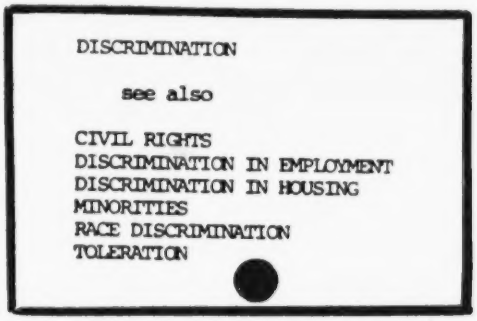
Take time to stand back and look at the GWC Library card catalog. Notice the large signs on top of the two different sections. Author cards and title cards both file in the south section. Subject cards file in the north section. If you are not sure that you understand the difference between the two sections and when to use each section, see the Reference Librarian.

## UNIT III

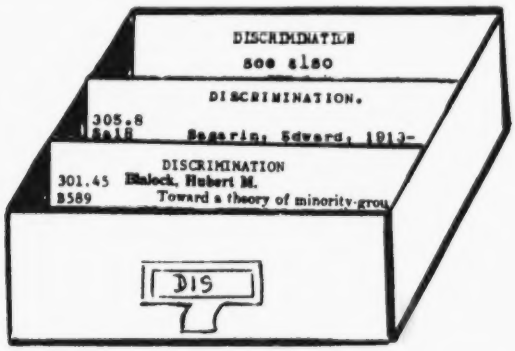
To help you find additional material related to your topic, there is a type of "cross reference" card in the subject catalog called a **See also** card.

Examples of **See also** cards:



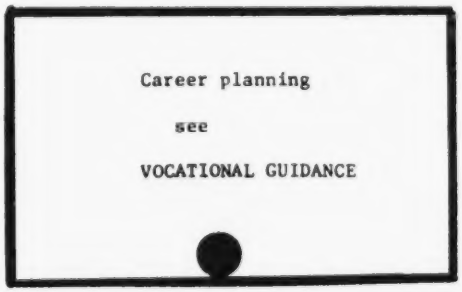



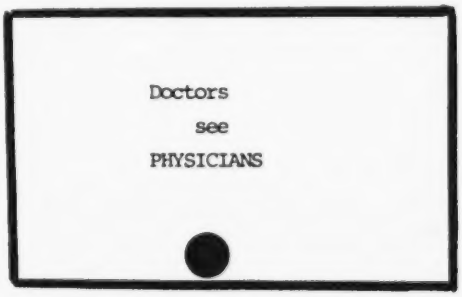

These **See also** cards are filed after the last subject card on that topic.




As was explained in Unit II, **See** cards are used in the Author/Title section of the card catalog to refer you from the incorrect form of an author's name to the correct form (for example, Van Gogh, Vincent see Gogh, Vincent van). **See** cards are also used in the Subject catalog. These cards direct you from a subject heading that is not used to a subject heading that is used.

Examples of **See** cards for subjects:



## UNIT III

## Pamphlets

Pamphlet cards can be easily spotted by the orange stripe at the top of the catalog card. They appear only in the **Subject** section of the card catalog and thus have no author or title cards.

Pamphlets are not listed individually but are indicated by a subject card stating that material on that topic is available in the General Pamphlet File (on the east wall of the Reference Room). Our General Pamphlets collection is limited to materials on California, Orange County and local cities.

Example of pamphlet card:

(Orange stripe)

ORANGE COUNTY, CALIFORNIA--HOUSING

see also

General Pamphlet File

File folders have been labeled with the appropriate subject headings and alphabetically arranged in the pamphlet cabinets. Individual pamphlets may be removed from the file folders and checked out for two school days.

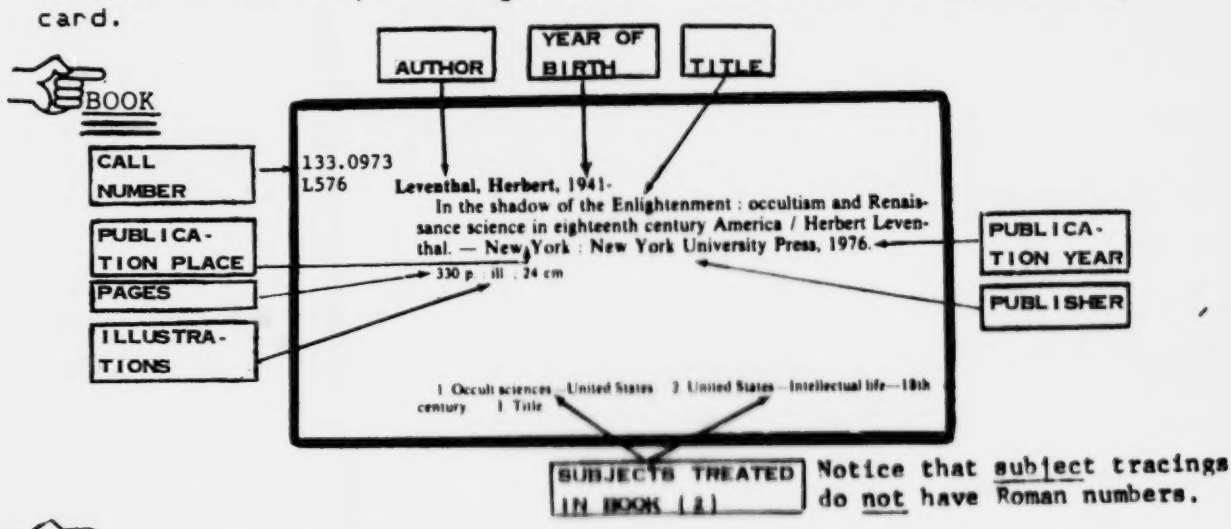
## UNIT III

### Parts of a Catalog Card

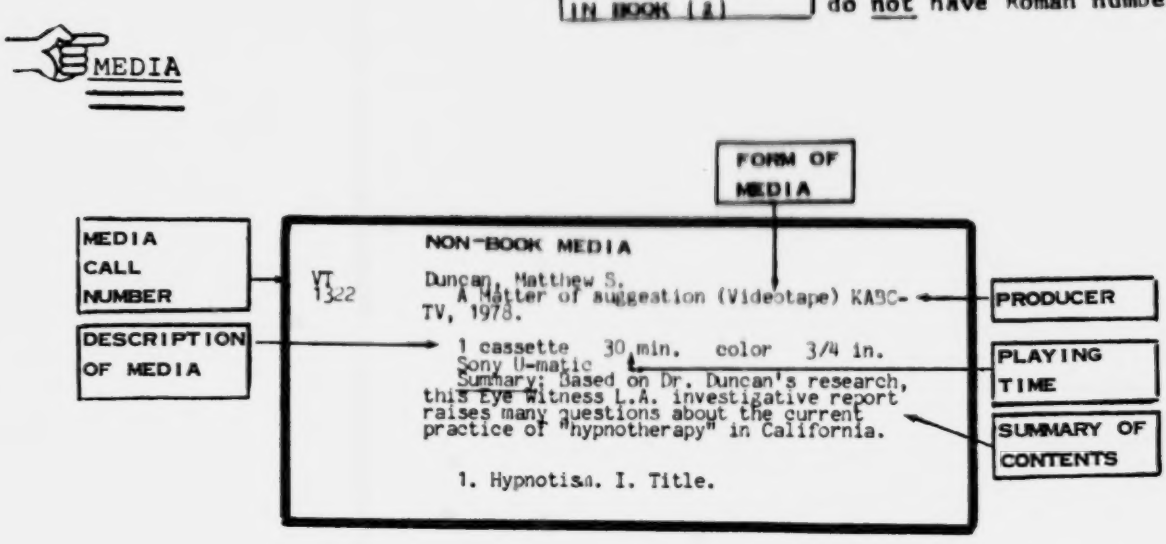
If you understand the information on a catalog card, you may be able to decide whether or not the item will meet your needs in terms of its publication date, the subjects covered, and if it has illustrations, maps, a bibliography, or an index.

Note the tracings (see glossary) at the bottom of each card. The tracings are a list of all of the headings under which you can find that item in the card catalog. Each subject tracing (the Arabic numerals) will be typed in capital letters at the top of a subject card and that card will be filed in the **Subject** section of the card catalog. The tracings with Roman numerals are added entries for illustrators, titles, and authors. Cards for added entries are filed in the **Author/Title** catalog.

Study the following illustrations carefully so that you will be able to identify the significant information on any catalog card.


BOOK
AUTHOR
YEAR OF BIRTH
TITLE
CALL NUMBER
PUBLICATION PLACE
PAGES
ILLUSTRATIONS
PUBLICATION YEAR
PUBLISHER
133.0973
L576
Leventhal, Herbert, 1941-
In the shadow of the Enlightenment : occultism and Renaissance science in eighteenth century America / Herbert Leventhal. — New York : New York University Press, 1976.
330 p. : ill. ; 24 cm
1. Occult sciences—United States. 2. United States—Intellectual life—18th century. I. Title.
SUBJECTS TREATED IN BOOK (2)

Notice that subject tracings do not have Roman numbers.


MEDIA
FORM OF MEDIA
MEDIA CALL NUMBER
DESCRIPTION OF MEDIA
PRODUCER
PLAYING TIME
SUMMARY OF CONTENTS
NON-BOOK MEDIA
VT
1322
Duncan, Matthew S.
A Matter of suggestion (Videotape) KABC-TV, 1978.
1 cassette 30 min. color 3/4 in.
Sony U-matic
Summary: Based on Dr. Duncan's research, this Eye Witness L.A. investigative report raises many questions about the current practice of "hypnotherapy" in California.
1. Hypnotism. I. Title.

Other features of the media card are the same as those on the book card above. Do not continue with this unit until you can identify all of the parts of a catalog card labeled in the examples above.



## UNIT IV

Look at the following enlarged example of an entry from Readers' Guide to Periodical Literature and notice the identification of each part of the citation.

(1)
**Student aid**
(2)
Student financial assistance: private initiatives.
(3) (4) (5) (6) (7) (8) (9)
M. E. Moran. bibl f il Am Educ 19:42-52 Je'83

1. Subject heading
2. Title of article
3. Author of the article
4. Abbreviation for "bibliographical footnotes"
5. Illustration
6. Title of periodical
7. Volume number of the issue
8. Paging of the article
9. Date of periodical issue

This article, by M. E. Moran, will be found in Volume 19 of American Education, pages 42-52 of the June, 1983 issue. The article includes bibliographical footnotes and illustrations.

Study the above example carefully so that you will be able to identify the parts of the citation in any entry you may need to use in the future.

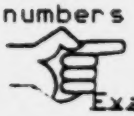
Notice the colon. The magazine title and volume number are immediately in front of the colon. The pages are immediately after the colon, and the date of the magazine is the last item in the citation. Learn this pattern before going on to the next page.

## UNIT III

### Call Numbers

The call number of a work reveals its location on the shelves. The call number appears in the upper left corner of the catalog card and on the spine of the book. No two items in the library have the same call number; each call number is unique and represents one specific item only. Therefore, the call number alone is enough to enable you to locate a specific book. When writing a call number, be sure to copy it completely and correctly.

For the typical nonfiction book, the top line of the call number is a classification number that stands for the subject of the book. The next line is an alphabetical/numerical code for the author's name. Thus all books on the same subject are shelved together, and those with exactly the same classification numbers are subarranged alphabetically by author.



Examples of nonfiction call numbers

150
J711 (A psychology book by Jones)

150
K295 (A psychology book by Kelly)

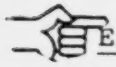
In the GWC Library, fiction works (novels, short stories) are classified as "F" followed by the author code and then an initial for the first word of the title.

Examples of fiction call numbers

F
B812c (A fiction book by Brown; title starts with "c")

F
C692b (A fiction book by Collins; title starts with "b")

In this library, media items are not classified by subject as books are. The top line of the call number stands for the form of media (audiocassette, kit, videotape, etc.). Each type of media item is numbered in sequence as it is received in the library. This sequence number is the second line of the media call number.



Examples of media call numbers

AC
27 (The 27th audiocassette we received.)

VT
159 (The 159th videotape we received.)

Special locations in GWC Library are shown by notations above the call number:

| | |
|---|---|
| REF | Reference Room (downstairs) |
| Index Table | Long tables behind Reference desk (downstairs) |
| CHI | Children's books (upstairs, preceding fiction) |
| Oversize | Top shelves of bookcases (upstairs) |

Other special locations that are designated by the GWC catalog card include:

| | |
|---|---|
| Blue plastic jacket | Media Center (downstairs) |
| Red plastic jacket | "Reserve" counter in main lobby (downstairs) |
| Orange stripe | Pamphlet file in Reference Room (downstairs) |

Review the floor plan and self-guided tour in Unit I if you have any questions about locations of materials.

## UNIT III

## Dewey Decimal Classification System

Classification systems put library materials into some sort of logical arrangement to make them easier to locate on the shelves. GWC Library uses subject classification numbers that were developed approximately one hundred years ago by a Mr. Melvil Dewey. His scheme is based on dividing all knowledge into ten classes and continuously subdividing these classes by tens or decimals as the subject becomes more specific.

### DEWEY DECIMAL CLASSIFICATION SCHEME (SECOND SUMMARY)

| | | | |
|---|---|---|---|
| 000 | Generalities | 500 | Pure sciences |
| 010 | Bibliography | 510 | Mathematics |
| 020 | Library & information sciences | 520 | Astronomy & allied sciences |
| 030 | General encyclopedic works | 530 | Physics |
| 040 | | 540 | Chemistry & allied sciences |
| 050 | General serial publications | 550 | Sciences of earth & other worlds |
| 060 | General organizations & museology | 560 | Paleontology |
| 070 | Journalism, publishing, newspapers | 570 | Life sciences |
| 080 | General collections | 580 | Botanical sciences |
| 090 | Manuscripts & book rarities | 590 | Zoological sciences |
| 100 | Philosophy & related disciplines | 600 | Technology (Applied sciences) |
| 110 | Metaphysics | 610 | Medical sciences |
| 120 | Epistemology, causation, humankind | 620 | Engineering & allied operations |
| 130 | Paranormal phenomena & arts | 630 | Agriculture & related technologies |
| 140 | Specific philosophical viewpoints | 640 | Home economics & family living |
| 150 | Psychology | 650 | Management & auxiliary services |
| 160 | Logic | 660 | Chemical & related technologies |
| 170 | Ethics (Moral philosophy) | 670 | Manufactures |
| 180 | Ancient, medieval, Oriental | 680 | Manufacture for specific uses |
| 190 | Modern Western philosophy | 690 | Buildings |
| 200 | Religion | 700 | The arts |
| 210 | Natural religion | 710 | Civic & landscape art |
| 220 | Bible | 720 | Architecture |
| 230 | Christian theology | 730 | Plastic arts Sculpture |
| 240 | Christian moral & devotional | 740 | Drawing, decorative & minor arts |
| 250 | Local church & religious orders | 750 | Painting & paintings |
| 260 | Social & ecclesiastical theology | 760 | Graphic arts Prints |
| 270 | History & geography of church | 770 | Photography & photographs |
| 280 | Christian denominations & sects | 780 | Music |
| 290 | Other & comparative religions | 790 | Recreational & performing arts |
| 300 | Social sciences | 800 | Literature (Belles-lettres) |
| 310 | Statistics | 810 | American literature in English |
| 320 | Political science | 820 | English & Anglo-Saxon literatures |
| 330 | Economics | 830 | Literatures of Germanic languages |
| 340 | Law | 840 | Literatures of Romance languages |
| 350 | Public administration | 850 | Italian, Romanian, Rhaeto-Romanic |
| 360 | Social problems & services | 860 | Spanish & Portuguese literatures |
| 370 | Education | 870 | Italic literatures Latin |
| 380 | Commerce (Trade) | 880 | Hellenic literatures Greek |
| 390 | Customs, etiquette, folklore | 890 | Literatures of other languages |
| 400 | Language | 900 | General geography & history |
| 410 | Linguistics | 910 | General geography Travel |
| 420 | English & Anglo-Saxon languages | 920 | General biography & genealogy |
| 430 | Germanic languages German | 930 | General history of ancient world |
| 440 | Romance languages French | 940 | General history of Europe |
| 450 | Italian, Romanian, Rhaeto-Romanic | 950 | General history of Asia |
| 460 | Spanish & Portuguese languages | 960 | General history of Africa |
| 470 | Italic languages Latin | 970 | General history of North America |
| 480 | Hellenic Classical Greek | 980 | General history of South America |
| 490 | Other languages | 990 | General history of other areas |

Each of the numbers shown in the Dewey chart may be further subdivided as necessary to represent more specific subjects.

Examples of development of specific classification numbers:

| | |
|---|---|
| 900 | History |
| 970 | History-North America |
| 973 | History-North America-U.S. |
| 973.7 | History-North America-U.S.-Civil War |
| 973.74 | History-North America-U.S.-Civil War-Military Units |
| 973.741 | History-North America-U.S.-Civil War-Military Units -Union Troops |
| 973.742 | History-North America-U.S.-Civil War-Military Units -Confederate Troops |

## UNIT III

## Shelving

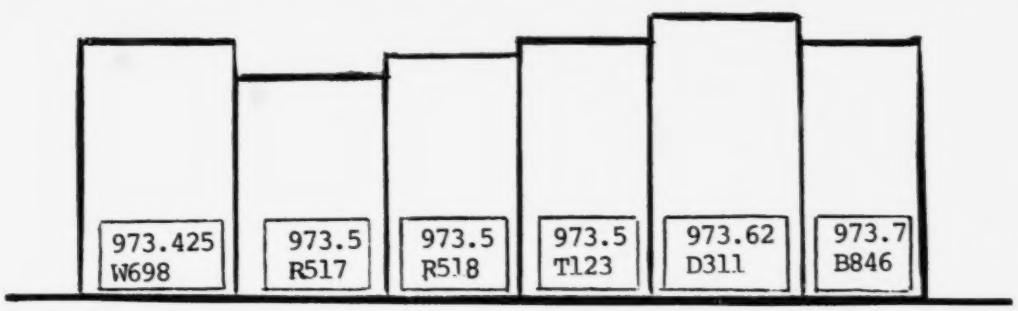
Books are arranged on the shelves according to their call numbers. The ends of the book stacks are labeled in sequence to indicate what materials will be found in each aisle.

To locate a nonfiction book, first find the book stack that would include the Dewey Decimal Classification number you want. Then go down the appropriate aisle and look at the labels on the spines of the individual books until you find the desired Dewey number.

It is important to realize that a period in a Dewey number is actually a decimal point, and any numbers after the period are arranged in decimal order. For example, 973.425 will be shelved before 973.5 because .425 (425/1000) is smaller than .5 (500/1000).

Books with exactly the same Dewey numbers are subarranged on the shelves by the author codes. In this library, the circulating collection is upstairs; reference books are downstairs.

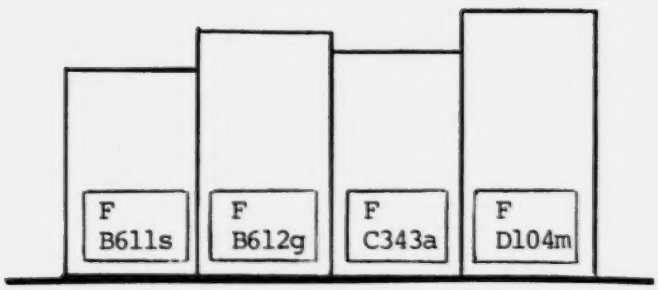
Examples of nonfiction shelving:



## UNIT III

The fiction stacks are upstairs after the children's books and before the nonfiction. The books are subarranged on the fiction shelves by the author codes. If a letter appears after the author code, it stands for the title of the work.

Examples of fiction shelving:




NOTE: Now that you have read this section on shelving, you should be able to locate the library books you need to answer all questions on the worksheets. Read each unit carefully. The call number location is given for all materials you need.

## UNIT III

## Filing

The GWC Library card catalog is filed word-by-word rather than letter-by-letter. This means that spaces between words must be taken into consideration or that a shorter word files before a longer word beginning with the same letters. A "space" files before an "a", or "nothing" files before "something."

| Word-by-Word | Letter-by-letter |
|---|---|
| New Jersey (N-e-w "space") | Newark |
| New York | New Jersey (ignore "space") |
| Newark ("a" files after "space") | Newtonians ("t" files after "J") |
| Newtonians | New York (ignore "space"; "Y" files after "t") |

### Articles

Ignore the articles (a, an, the) in English if they are at the beginning of the entry:

A Bell for Adano (file under bell)
An Apple for You (file under apple)
The Newark Times (file under Newark)

### Abbreviations, Numbers, Dates

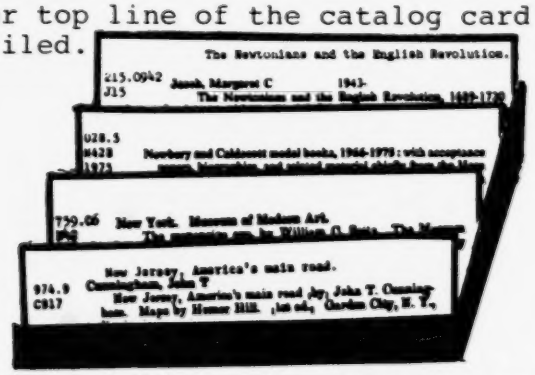
File abbreviations, numerals, and dates as if spelled out as spoken:

Dr. = Doctor
Mr. = Mister
1984 = Nineteen eighty-four (as spoken)
St. = Saint
20,000= Twenty thousand (as spoken)
2,000 = Two thousand (as spoken)

### Contractions

File contractions (can't, don't, I'm, etc.) as written. Do not supply missing letters.

The heading or top line of the catalog card determines where it will be filed.




As you use different kinds of materials, notice how they vary in alphabetizing policy. For example, is the telephone book arranged according to the same rules as our card catalog?

Name_____ID#____

Date_____

Time in_____Time out_____

Time in_____Time out_____

UNIT III

THE CARD CATALOG: SUBJECT SECTION, ETC. WORKSHEET

(Please do not put any markings on library materials)

1.

COMEDY.
VT
1539 Hardware Wars. (Videotape)/
Ernie Fosselius and Michael
Wiese. -- Santa Monica, Calif.:
Pyramid Films, 1978.
1 videotape, 13 min.

1. Comedy. I. Fosselius, Ernie.
II. Wiese, Michael. III. Title:
Star Wars.

Using the catalog card shown above, answer the following questions.

a. Is the card shown an author card, a title card, or a subject card? _____

b. How can you tell which type of card it is? _____
_____

c. What form of nonprint media is represented by this card?
_____

d. In what year was the material published or produced?
_____

e. What is the playing time? _____

f. According to the tracings, what subjects are treated in this work? _____
_____

2. a. How many pages are there in this library's copy of the book The Beggar Maid? _____

b. Is the book illustrated? Yes _____ No _____

3. a. What is the title of our videotape by William Glasser?
_____

b. According to the tracings what subjects are treated on this tape? _____
_____

Name_____

## UNIT III

4. Using the SUBJECT section of the card catalog, determine if the library has any general pamphlets on the following topics:

   a. BOLSA CHICA MARSH Yes____ No____
   b. HUNTINGTON BEACH, CALIFORNIA--HISTORY Yes____ No____
   c. ORANGE COUNTY, CALIFORNIA--FLOODS Yes____ No____

5. Does this library have any books on the subject of GUN CONTROL? Yes____ No____
   If "yes," who is the author of the first one listed in the card catalog? _____

6. What three additional subject headings does the card catalog suggest for someone who has looked up material on COMMUNITY?
   (a) _____ (b) _____
   (c) _____

7. What is the specific name of the kind of cross reference card that referred you to the additional headings?_____

8. What three subject headings does our card catalog suggest for someone who wants material on the topic diseases, mental? (a) _____ (b) _____
   (c) _____

9. What is the specific name of the kind of cross reference card that referred you from the incorrect heading to the correct heading? _____

10. The books in GWC Library are classified by the _____ classification system.

11. In a typical nonfiction call number such as 574 / B213 the Dewey Decimal classification number on the top line stands for the _____ of the book and the second line stands for the _____ of the book.

12. In a typical media call number such as VT 2317 or AC 1592 the top line stands for the _____ of media.

ANSWER EVERY PART OF EVERY QUESTION. WE DO NOT GRADE INCOMPLETE PAPERS.

Name _____

UNIT III

13. Look in the appropriate section of the card catalog and list the complete call number for each of the following:

| | Complete Call Number | |
|---|---|---|
| a. | _____ | Man the Incredible Machine |
| b. | _____ | Book Review Digest |
| c. | _____ | DOLL FURNITURE |
| d. | _____ | The Short Stories of Katherine Mansfield |

14. For each of the call numbers in question #13 above, specify location as upstairs or downstairs.

a._____ b._____ c._____ d._____

15. The following numbers stand for what specific subjects? (Refer to your chart of Dewey Decimal System.) In each case below, pay careful attention to the middle number.

a. 430 _____
b. 720 _____
c. 160 _____
d. 830 _____
e. 610 _____

16. List the specific Dewey numbers for the following subjects:

a. Astronomy _____
b. Etiquette _____
c. Encyclopedias (general) _____
d. European history _____
e. The Bible _____

17. In each case below, check "yes" or "no" to indicate if the pair of entries is in correct alphabetical order for our card catalog. State the most appropriate special filing rule that applies in each case. Be specific.

REFER TO THE FILING PAGE IN THIS UNIT THAT EXPLAINS FILING RULES.

| | Yes | No | | Explain why |
|---|---|---|---|---|
| a. | | | Dr. Kingsley<br>Doctor, lawyer | |
| b. | | | I am tired<br>I'm okay | |

Name_____

UNIT III

18. a. Circle the numeral that should file first:

2,000 20,000

b. Explain why it should file first. _____

_____

19. In each case below check "yes" or "no" to indicate if the pair of call numbers is in correct shelving order, and explain why:

| | Yes | No | | | Explanation |
|---|---|---|---|---|---|
| a. | | | 641.7<br>A123 | 641.25<br>B234 | |

| | Yes | No | | | Explanation |
|---|---|---|---|---|---|
| b. | | | 923.6<br>D517 | 923.6<br>E516 | |

20. If you want a book written by a literary critic about Shakespeare's works, which side of the card catalog should you use?

(Check one:)

a. Author/Title _____ Subject _____

b. Why? _____

EACH WORKSHEET WILL BE GRADED IE

1. It is turned in in proper sequence.
2. You have filled in every blank.
3. You have picked up your previous Worksheets.

UNIT IV

PERIODICALS AND THEIR INDEXES

(Go to the Media Center and view VHS 433)

Definitions

Periodical - a publication with a fixed interval between issues or numbers, such as weekly, monthly or quarterly.

Journal - a publication dealing with a specialized subject, written by experts in the field (Journal of Marriage and the Family, Counseling Psychologist).

Magazine - a popular publication of general interest, in nontechnical terms and often illustrated (National Geographic, Sports Illustrated).

Periodicals are extremely useful when doing any type of report or research as the material is usually more recent than that found in books. Often the subject being researched is too new to have appeared in book form. There are indexes to periodicals which make it possible to find a specific article on a specific subject without leafing through numerous magazines. (Remember that periodicals are not included in the GWC card catalog.)

These indexes list articles alphabetically by subject, and sometimes by author. Just as the magazines themselves are either general or specialized, the indexes to magazines are also known as either general or specialized.

→ Readers' Guide to Periodical Literature ←
(Located on the front of Index Table #2)

The most widely used general index is the Readers' Guide to Periodical Literature. (Hereafter we shall refer to it merely as Readers' Guide). It indexes over 140 popular magazines

covering such subjects as current news, hobbies, movie reviews, consumer information, sports and many other topics of general interest.

Most of the periodical indexes publish monthly issues as well as an accumulation that combines all of the monthlies at the end of the year. We shall refer to the monthly copies as the "paperback" issues and the annual cumulation as the "hardback" volume.

The entries in periodical indexes are arranged in alphabetical order by subject. Subjects can be persons, places or things.

Examples of entries in Readers' Guide:

Person

Mondale, Walter F., 1928-
*about*
Battling for the party's soul W. Isaacson il *Time* 122:28+ O 24 '83
The candidates draw blood D. Pedersen *Newsweek* 102:26-7 O 24 '83

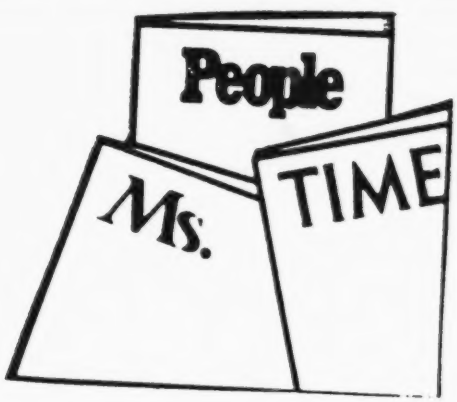
Place

Milan (Italy)
Description
Milan. J. J. Buck il map *Vogue* 173:338-41 O '83
Travel Milan: what's new in town S. Z. Visconti il *Vogue* 173:346+ O '83

Thing

Monitor (Ironclad)
Deep down and upside down [plans to raise Civil War ship] P. Trupp. il *Oceans* 16:54-5 S/O '83
Relishing their work [121 year old relish found] J. Widman. *Oceans* 16:52-3 S/O '83

Refer to the following page in this workbook for explanations of the information contained in the above entries or citations.



## UNIT IV

## PERIODICALS AND THEIR INDEXES

Readers' Guide, like the card catalog has see also listings to suggest related topics that may also be of interest to you. In addition, it has see references to refer you from the wrong heading to the correct heading. In the middle of the column, in dark print, are subdivisions of the previous main topic.

Remember what you have learned about Readers' Guide citations from the previous page: subject heading, title of article, author, illustrations, title of periodical, volume, pages, date. Combine that information with the new information shown on this page.

Sample page of entries from Readers' Guide to Periodical Literature:

**Humidifiers**
How to choose a home humidifier. T. Mulvihill. il *Mech Illus* 79:44+ O '83

**Humidity**
*See also* (1)
Dew point
Hot weather

**Humidity meters** *See* Moisture meters (2)

**Humility**
Olly-olly-oxen-free! H. Fehren. *U S Cathol* 48:39-41 N '83

**Humming**
Taking action [people gathered in New York City's Riverside Park to hum] *New Yorker* 59:26-7 Ag 15 '83

**Humor**
*See also* (1)
Anecdotes
Laughter
Limericks
Puns and punning
Executives ought to be funnier. W. Kiechel, III. il *Fortune* 108:205+ D 12 '83
Highlight your humor. R. Director. il *Seventeen* 42:306-7 Ag '83
Male humor. I. Asimov. il *N Y Times Mag* p70 Je 5 '83
The serious business of using jokes in public speaking. D. H. Dunn. *Bus Week* p93-4 S 5 '83
A time for laughter, a time for tears. M. R. Koller. *USA Today* 111:70 Ja '83
Why are we feminists laughing? A. Hornaday. *Ms* 11:45-6 Ap '83

**Authorship** (3)
To make a child laugh. J. Yolen. *Writer* 96:15-16+ Ag '83

**Psychological aspects** (3)
Freud on tastelessness. E. Rothstein. il *N Y Times Book Rev* 88:27 Ag 28 '83

**Humor, Israeli**
The first Israeli humorist [interview with E. Kishon] E. Eckardt. *World Press Rev* 30:62 Ag '83

**Humor, Pictorial**
*See also* (1)
Caricatures and cartoons
Comic books, strips, etc.
True paranoid facts [excerpt] H. Drescher and C. Zeit. il *Progressive* 47:35-7 Jl '83

**Humor, Political** *See* Politics—Anecdotes, facetiae, satire, etc.

**Humor and religion** *See* Religion and humor

**Humor in literature**
Being seriously funny. B. Yagoda. il por *N Y Times Mag* p42-4+ Je 12 '83

**Humor in motion pictures**
*See also* (1)
Motion pictures—Comedy films

**Humor in science**
Billing the fetus for prenatal psychotherapy. Crypton, Dr. il *Sci Dig* 91:100+ N '83
Humor in the scientific literature. R. A. Lewin. bibl f il *BioScience* 33:266-8 Ap '83

**Humor in television**
*See also* (1)
Cable television—Comedy programs
Television broadcasting—Comedy programs

**Humorists**
*See also* (1)
Ade, George, 1866-1944

**Humpback whales** *See* Whales (2)

**Humperdinck, Engelbert, 1854-1921**
*about*
Hansel and Gretel [opera] Reviews
*Opera News* il 48:26-8 D 24 '83

(1) See also ADDITIONAL SUGGESTED SUBJECT HEADINGS

(2) SEE REFERENCE TO CORRECT SUBJECT HEADING

(3) SUBDIVISIONS OF THE PREVIOUS MAIN SUBJECT

SUBJECT HEADINGS IN DARK PRINT



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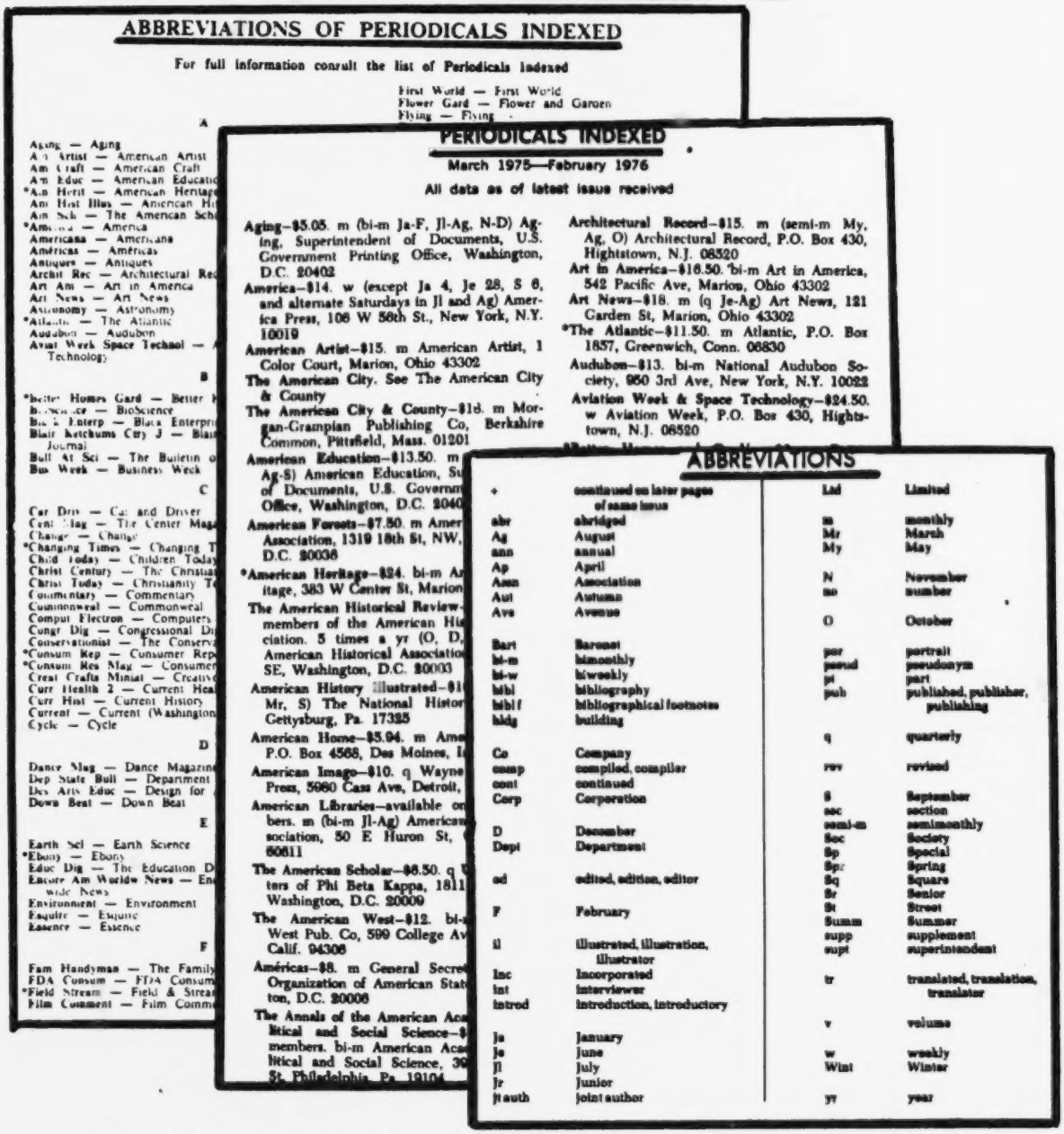
UNIT IV

Sample Pages from Front of Readers' Guide

When using any index, it is important to consult the pages at the front of each volume. They list the periodicals indexed, show the abbreviations used for periodical titles, and explain the abbreviations used in the citations.

Examples from front pages of Readers' Guide:



ABBREVIATIONS OF PERIODICALS INDEXED

For full information consult the list of Periodicals Indexed

PERIODICALS INDEXED

March 1975—February 1976

All data as of latest issue received

Aging—$5.05. m (bi-m Ja-F, Jl-Ag, N-D) Aging, Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402

America—$14. w (except Ja 4, Je 28, S 6, and alternate Saturdays in Jl and Ag) America Press, 106 W 56th St., New York, N.Y. 10019

American Artist—$15. m American Artist, 1 Color Court, Marion, Ohio 43302

The American City. See The American City & County

The American City & County—$18. m Morgan-Grampian Publishing Co, Berkshire Common, Pittsfield, Mass. 01201

American Education—$13.50. m (bi-m Ag-S) American Education, Su... of Documents, U.S. Governm... Office, Washington, D.C. 2040...

American Forests—$7.50. m Amer... Association, 1319 18th St, NW, ... D.C. 20036

*American Heritage—$24. bi-m Am... itage, 383 W Center St, Marion...

The American Historical Review—... members of the American His... ciation. 5 times a yr (O, D, ... American Historical Association... SE, Washington, D.C. 20003

American History Illustrated—$1... Mr, S) The National Histor... Gettysburg, Pa. 17325

American Home—$5.94. m Ame... P.O. Box 4568, Des Moines, I...

American Image—$10. q Wayne ... Press, 3960 Cass Ave, Detroit, ...

American Libraries—available on... bers. m (bi-m Jl-Ag) American... sociation, 50 E Huron St, ... 60611

The American Scholar—$6.50. q ... ters of Phi Beta Kappa, 1811 ... Washington, D.C. 20009

The American West—$12. bi-... West Pub. Co, 599 College Av... Calif. 94306

Américas—$8. m General Secret... Organization of American State... ton, D.C. 20006

The Annals of the American Aca... litical and Social Science—$... members. bi-m American Aca... litical and Social Science, 3... St, Philadelphia, Pa. 19104

Architectural Record—$15. m (semi-m My, Ag, O) Architectural Record, P.O. Box 430, Hightstown, N.J. 08520

Art in America—$16.50. bi-m Art in America, 542 Pacific Ave, Marion, Ohio 43302

Art News—$18. m (q Je-Ag) Art News, 121 Garden St, Marion, Ohio 43302

*The Atlantic—$11.50. m Atlantic, P.O. Box 1857, Greenwich, Conn. 06830

Audubon—$13. bi-m National Audubon Society, 950 3rd Ave, New York, N.Y. 10022

Aviation Week & Space Technology—$24.50. w Aviation Week, P.O. Box 430, Hightstown, N.J. 08520

ABBREVIATIONS

| | | | |
|---|---|---|---|
| + | continued on later pages of same issue | Ltd | Limited |
| abr | abridged | m | monthly |
| Ag | August | Mr | March |
| ann | annual | My | May |
| Ap | April | | |
| Assn | Association | N | November |
| Aut | Autumn | no | number |
| Ave | Avenue | | |
| | | O | October |
| Bart | Baronet | por | portrait |
| bi-m | bimonthly | pseud | pseudonym |
| bi-w | biweekly | pt | part |
| bibl | bibliography | pub | published, publisher, publishing |
| bibl f | bibliographical footnotes | | |
| bldg | building | q | quarterly |
| Co | Company | | |
| comp | compiled, compiler | rev | revised |
| cont | continued | | |
| Corp | Corporation | S | September |
| | | sec | section |
| D | December | semi-m | semimonthly |
| Dept | Department | Soc | Society |
| | | Sp | Special |
| | | Spr | Spring |
| ed | edited, edition, editor | Sq | Square |
| | | Sr | Senior |
| F | February | St | Street |
| | | Summ | Summer |
| il | illustrated, illustration, illustrator | supp | supplement |
| | | supt | superintendent |
| Inc | Incorporated | | |
| int | interviewer | tr | translated, translation, translator |
| introd | introduction, introductory | | |
| | | v | volume |
| Ja | January | | |
| Je | June | w | weekly |
| Jl | July | Wint | Winter |
| Jr | Junior | | |
| jt auth | joint author | yr | year |

Go to the front of Index Table #2 and find these three kinds of pages in the front of any volume of Readers' Guide.



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BEST COPY AVAILABLE

Do not turn in.

## Practice Worksheet for Unit IV

Match the portions of the periodical citation shown.

Check your answers with the correct answers below:

(1)
**Shipbuilding**
(2) (3) (7)
All aboard, it's getting crowded. P. Sherrid. il
(4) (5) (6)
Forbes 132:41-2 Ag 29, '83

| Number | Parts of Citation |
|---|---|
| _____ | Title of article |
| _____ | Subject heading |
| _____ | Date of issue |
| _____ | Volume number and pages |
| _____ | Title of magazine |
| _____ | Author of article |
| _____ | Illustration |

1. Subject heading
2. Title of article
3. Author of article
4. Title of magazine
5. Volume number and pages
6. Date of issue
7. Illustration

The other more specialized indexes deal with topics such as history, art, science, education and literature. To choose an index appropriate to your subject, turn to the next page and look at the list "Specialized Periodical Indexes in GWC Library."

You can get a general idea of the subjects covered in any index by looking at the "List of Periodicals Indexed" in the front of any volume of that index.

UNIT IV

## SELECTED SPECIALIZED PERIODICAL INDEXES IN GWC LIBRARY

→(Located on Index Tables)←

For material on specialized topics, you may want to refer to one of the indexes listed below:

Art Index. 1965 to the present.
Articles indexed here cover photography and films, architecture, city planning, fine arts, graphic arts, and design.

Business Periodicals Index. 1965 to the present.
This index is useful for finding information about business and industries, computer technology, advertising, and business aspects of other subjects.

Cumulative Index to Nursing & Allied Health Literature. 1956 to the present.
This indexes current periodical literature for nurses, allied health professionals and others interested in health care issues. It covers cardiopulmonary technology, emergency services, transcultural nursing and many other topics in health care.

Education Index. 1966 to the present.
For material relating to students or to education, this index can be quite helpful. Some examples of subjects covered are schools, teachers, teaching methods, curriculum and special education.

General Science Index. 1978 to the present.
This indexes articles in the field of astronomy, atmospheric science, biology, botany, medicine, microbiology, physics and other sciences.

Humanities Index. 1974 to the present.
Use this index for information on archaeology, classics, folklore, history, language and literature, performing arts, philosophy, and religion. (Before 1974 this was called Social Sciences and Humanities Index.)

Social Sciences Index. 1974 to the present.
This is a good starting place for articles on anthropology, area studies, psychology, human relationships, sociology, and related fields. (Before 1974, this was called Social Sciences and Humanities Index.)

> Walk around Index Tables 1, 2, and 3, front and back, and locate each of the indexes listed above.

* * * * * * * *

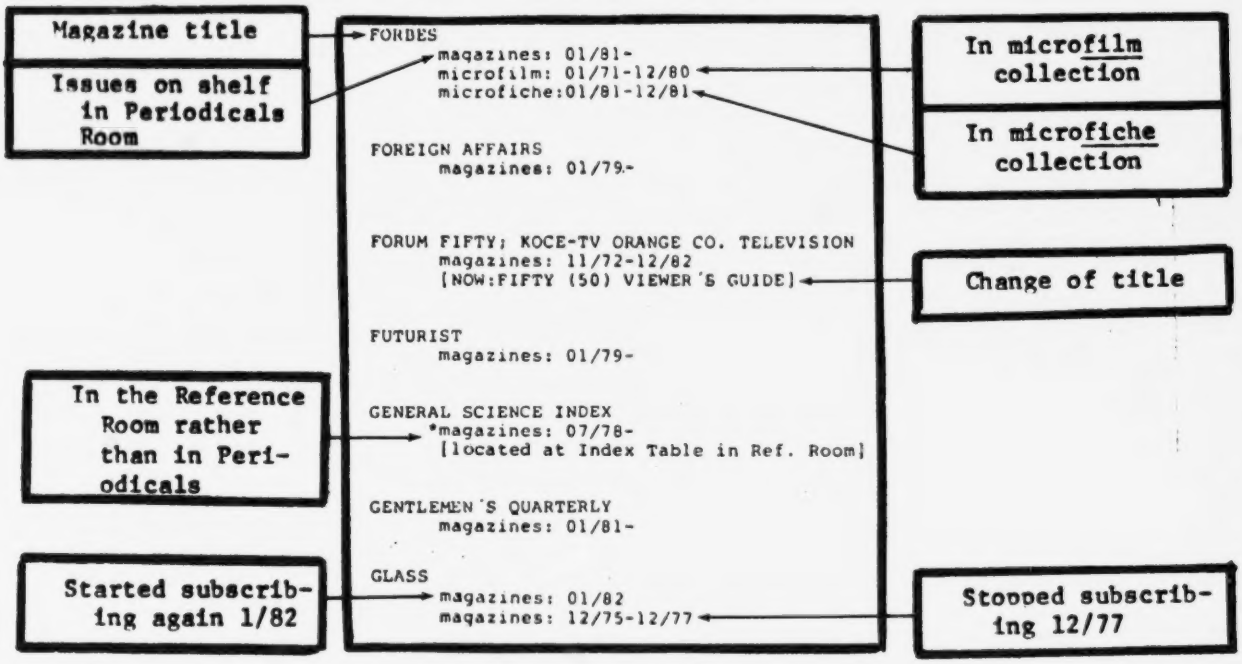
Other periodical indexes will be discussed in later units.

## UNIT IV

### Golden West College Periodicals List

All the magazines and newspapers in the GWC Library are listed alphabetically by title in the white pages of the GWC Periodical List which is found on the Index Tables. The list shows our holdings in paper, microfilm and microfiche for each title. The yellow pages in the back list our magazines and newspapers by subject.

Example from GWC Periodicals List:




*Asterisk means title is not in Periodicals Room.

When you have determined that the magazine or newspaper issue you need is in this library, fill out the blue Magazine/Newspaper Request Slip (see below) with the complete information and take it to the counter in the Periodical Room. Someone will get the periodical for you. Copy machines are there for your convenience.

**MAGAZINE/NEWSPAPER REQUEST**

PLEASE TAKE THIS COMPLETED FORM TO COUNTER IN PERIODICALS ROOM

(Use separate slip for each title)

**TITLE OF PERIODICAL:** _____

_____

**COMPLETE DATE:** _____

MONTH/DATE(if any)/YEAR
(**EXACTLY** as given in index)

NAME _____

I.D. _____

Name_____ID#_____

Date_____

Time in_____Time out_____

Time in_____Time out_____

UNIT IV

PERIODICAL INDEXES AND GWC PERIODICAL LIST WORKSHEET
(Please do not put any markings on library materials)

1. In Volume 41 of the Readers' Guide to Periodical Literature, you will find several articles on SURFING. What is the title of the article by D.H. Dunn?
_____

2. In that same volume the subject HAWAII has four subheadings. What are the last two? (a) _____
(b) _____

3. Using Volume 39 of the Readers' Guide under the subject PICTURE FRAMES AND FRAMING you will find the article "Framing large prints".

   a. What magazine contains this article?_____
   b. What is the date of the magazine? _____
   c. On what page does the article start? _____
   d. Who is the author of the article?_____

Use Volume 43 of the Readers' Guide for questions 4, 5, and 6:

4. What is the correct heading to use for articles on Muslim Architecture?_____

5. What is the full title of the magazine whose abbreviation is Des Arts Educ?_____

6. If you look up the subject CARS, you will find no articles listed. Under what subject heading should you be looking?
_____

7. In Volume 36 of the Readers' Guide, how many articles are shown on the subject OUTBOARD MOTOR BOATS?_____

8. In Volume 42 of the Readers' Guide, who wrote the article in Science Digest about GENETICS, COMPARATIVE?_____

9. (a) In Volume 40 of the Readers' Guide, how many articles are listed under the subject INDIVIDUAL AND STATE?_____

   (b) Under that same subject, in what magazine will you find the article entitled "Big Brother and Big Mother"?
   _____

Name_____

UNIT IV

10. Use the list "Specialized Periodical Indexes in GWC Library" which appears on a previous page in this unit to determine which special index you should use EIRSI to find current magazine or journal information on:

    a. Teaching in a community college. _____

    b. The latest methods used in analyzing air pollution. _____

    c. An evaluation of the newest computers on the market. _____

    d. The British viewpoint of the American Revolution. _____

    e. An analysis of one of Andrew Weyth's paintings. _____

    f. Unmarried couples. _____

    g. Care of dying patients. _____

Using the GWC Periodicals List, answer the following:

11. Does the library subscribe to Textile World? _____

12. What was World Press Review formerly called? _____

13. What are the dates of the library's microfilm holdings for Saturday Evening Post? _____

14. (a) In what room will you find copies of Consumer Reports in the Library? _____

    (b) What is the call number?_____

15. (a) How many magazines does the library have on the subject of oceanography? _____

    (b) Which of these magazines are indexed in the latest hard-bound Readers' Guide? _____

16. What is the date of the earliest copy available at GWC for National Wildlife? _____

17. (a) Is the library currently receiving copies of the Kelley Blue Book? _____

    (b) Where are they located? (Use specific, accurate library terminology.) _____

18. Did you staple your verification form for VHS 433 to the front of this worksheet? Yes___ No___

UNIT V

NEWSPAPER INDEXES, MAGAZINE INDEX, SEARCH HELPER

## Newspapers and Their Indexes

Daily newspapers are the most up-to-date sources of information in our library. Newspaper indexes give you access to the contents of newspapers just as other indexes give you access to the contents of magazines. Small newspapers such as The Pilot and The Register are not indexed. GWC Library has indexes to the Los Angeles Times and the New York Times. Newspaper indexes are invaluable for research even though they run several months behind due to the time required to compile, print, and distribute them.

## Los Angeles Times and Its Index

Indexing of the Los Angeles Times began in 1972. GWC Library has both the index and microfilm copies of the newspaper itself from that date to the present. Paper prints can be made from the microfilm for 25 cents per page. The staff in the Periodicals Room will help you use the microfilm reader and printer to view back issues of the newspaper.

Bound volumes of the index are published once a year with paperbound quarterly supplements. The index is arranged alphabetically by subject and includes a separate index of people's names at the back of each volume. Notice in the example on the next page that under each subject the articles are arranged by date, January-December, rather than most recent first or alphabetically by title. This index is especially useful for news of California. It is located on the front of Index Table #1.

Sample entries from Los Angeles Times Index:

Subjects | Citations

Subject headings in dark print

Titles of articles

See also references for related headings

Each citation gives: Date/Part or Section in Roman number/Page/Column

P=Picture

R=Review

| Subjects | Citations (DATE / PART / PAGE / COLUMN) |
|---|---|
| **LITERACY** | |
| *SEE ALSO- READING* | |
| UCLA PSYCHOLOGIST PATRICIA GREENFIELD DISCUSSES TV LITERACY | OCT 10: V-2-1 |
| RESULTS OF UNESCO SURVEY ON TELEVISION LITERACY DISCUSSED | OCT 17: V-4-1 |
| TERMINAL ISLAND PRISON INMATES TEACH INMATES TO READ | DEC 7: V-3-1-P |
| U.S. REPORT VIEWS INABILITY & LACK OF DESIRE TO READ | DEC 9: I-5-1 |
| **LITERATURE** | |
| *SEE ALSO- BOOKS* | |
| *SEE ALSO- POETRY* | |
| CZECH POET JAROSLAV SEIFERT WINS 1984 NOBEL PRIZE FOR LITERATURE | OCT 12: I-5-1-P |
| IMPACT OF CZECHOSLOVAK POET'S NOBEL PRIZE ON PUBLISHER DISCUSSED | OCT 17: V-1-2-P |
| IMPORTANCE OF ANNUAL BOOK PRIZES IN FRANCE DISCUSSED | NOV 17: I-1-1 |
| "ANTIGONES", BY GEORGE STEINER, REVIEWED | NOV 18: BKS-8-2-R |
| "POSTSCRIPT TO THE NAME OF THE ROSE", BY ECO, TR. WEAVER, REVIEW | NOV 30: V-30-2-R |
| GILBERTE MEUNIER INTERPRETS LITERARY IMAGES IN MOVEMENT | DEC 7: VI-2-3-P |
| BOMB THREAT DISRUPTS PEACE PRIZE EVENT; OTHER AWARDS PRESENTED | DEC 11: I-4-1 |
| GRAHAM GREENE RECEIVES FRENCH LITERARY AWARD | DEC 14: VI-10-1 |
| "BLUES", BY HOUSTON A. BAKER JR., REVIEWED | DEC 16: BKS-3-2-R |
| **LITTER** | |
| ROSS & PARK COLUMN ON LITTER IN SIERRA NEVADA | OCT 1: II-5-1 |
| CLEANING OF VENICE CANALS BY SAILORS FROM L.A. BUREAU DISCUSSED | OCT 27: II-1-1-P |
| SCHROTH COLUMN ON LITTER & VANDALISM AT N.Y. SCENIC SITES | NOV 21: II-5-1 |
| **LITTON INDUSTRIES** | |
| LABOR-MGMT COM. RESOLVES 2 OF 3 LABOR DISPUTES AT LITTON | NOV 22: IV-1-5 |
| LITTON INDUSTRIES INC. REPORTS NET INCOME FOR THIRD QUARTER | NOV 28: IV-2-3 |
| **LIVERMORE (LAWRENCE) NATIONAL LABORATORY** | |
| U.S. FEMA REJECTS CIVIL DEFENSE THEORY SET FORTH IN GOVT STUDY | OCT 22: I-6-1 |
| SCIENTISTS DEVELOP LASER THAT MAY BE APPLIED TO 'STAR-WARS' PLAN | OCT 30: I-3-1 |
| BUCHWALD SATIRE ON LIVERMORE LABORATORY'S CIVIL DEFENSE PLAN | OCT 30: V-3-1 |

Study the sequence of information in the citation. Notice that it goes from largest, most inclusive element to the smallest: date, part or section (Roman number), page, column. For example, the last citation, OCT 30: V-3-1, means Oct. 30, Part five, Page three, Column one.

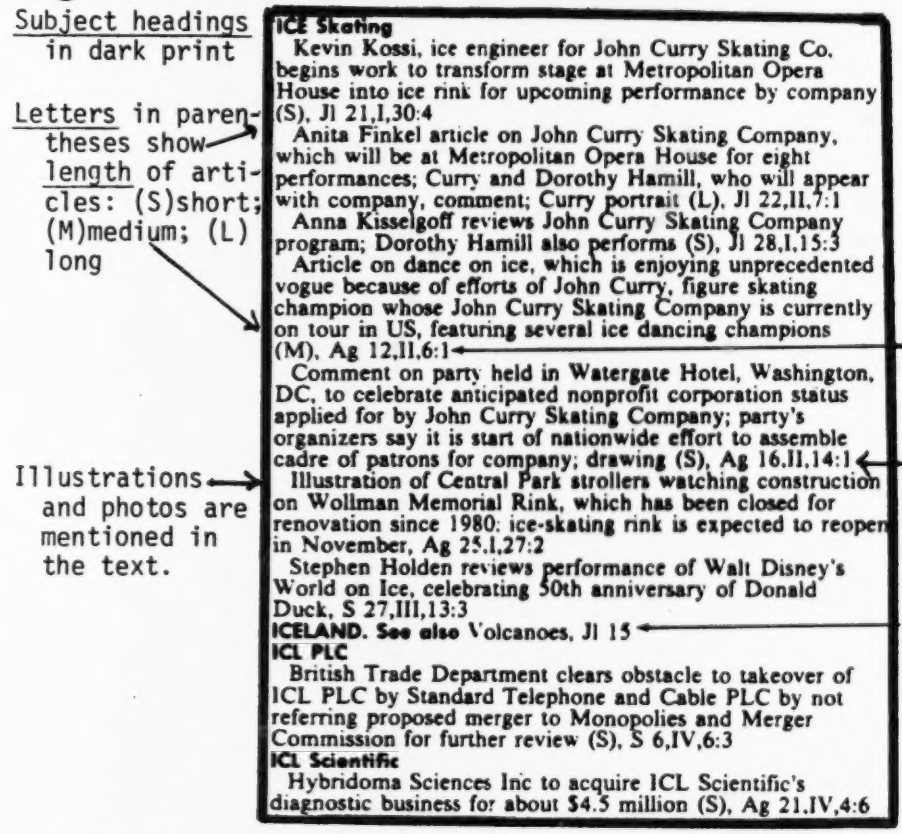
## UNIT V

### New York Times and Its Index

The New York Times Index, located on the back of Index Table #1, gives extensive coverage of national and international events. Most of the entries include brief summaries of the articles, and sometimes enough information is given that it is not necessary to consult the original article. Like the index to the Los Angeles Times, this index runs several months behind.

GWC Library has the New York Times Index and microfilm of the newspaper from January, 1974 to the present. Copies of the articles can be printed from the microfilm for 25 cents per page.

Sample entries from New York Times Index:


Subject headings in dark print
Letters in parentheses show length of articles: (S)short; (M)medium; (L) long
Illustrations and photos are mentioned in the text.
Under subject heading is a summary of each article on that subject
At end of each summary is citation: Date, Section, Page, Column
See also reference
ICE Skating
Kevin Kossi, ice engineer for John Curry Skating Co, begins work to transform stage at Metropolitan Opera House into ice rink for upcoming performance by company (S), Jl 21,I,30:4
Anita Finkel article on John Curry Skating Company, which will be at Metropolitan Opera House for eight performances; Curry and Dorothy Hamill, who will appear with company, comment; Curry portrait (L), Jl 22,II,7:1
Anna Kisselgoff reviews John Curry Skating Company program; Dorothy Hamill also performs (S), Jl 28,I,15:3
Article on dance on ice, which is enjoying unprecedented vogue because of efforts of John Curry, figure skating champion whose John Curry Skating Company is currently on tour in US, featuring several ice dancing champions (M), Ag 12,II,6:1
Comment on party held in Watergate Hotel, Washington, DC, to celebrate anticipated nonprofit corporation status applied for by John Curry Skating Company; party's organizers say it is start of nationwide effort to assemble cadre of patrons for company; drawing (S), Ag 16,II,14:1
Illustration of Central Park strollers watching construction on Wollman Memorial Rink, which has been closed for renovation since 1980; ice-skating rink is expected to reopen in November, Ag 25,I,27:2
Stephen Holden reviews performance of Walt Disney's World on Ice, celebrating 50th anniversary of Donald Duck, S 27,III,13:3
ICELAND. See also Volcanoes, Jl 15
ICL PLC
British Trade Department clears obstacle to takeover of ICL PLC by Standard Telephone and Cable PLC by not referring proposed merger to Monopolies and Merger Commission for further review (S), S 6,IV,6:3
ICL Scientific
Hybridoma Sciences Inc to acquire ICL Scientific's diagnostic business for about $4.5 million (S), Ag 21,IV,4:6

Study the sequence of information in the citation. (Although the format is slightly different, it is the same sequence as that in the Los Angeles Times Index.) The last citation, (S), Ag 21,IV,4:6 means a short article, August 21, Section four, Page four, Column six.

## UNIT V

### Magazine Index

This index, which is on microfilm and is located near the Reference Desk, includes 400 magazines for the current five years. The entries are arranged alphabetically by subject. The most recent articles are listed first.

Example of Magazine Index citation:

> MONDALE, Walter F
> Battling for the Party's Soul...by Walter Isaacson
> il Time v122-Oct 24 '83 - p42 (1)

After the subject entry (MONDALE...), the citation shows the title of the article, author, illustration note, title of magazine, volume number, date, starting page, and in parentheses the total number of pages in the article. Study the example above until you can identify all of those elements in the citation.

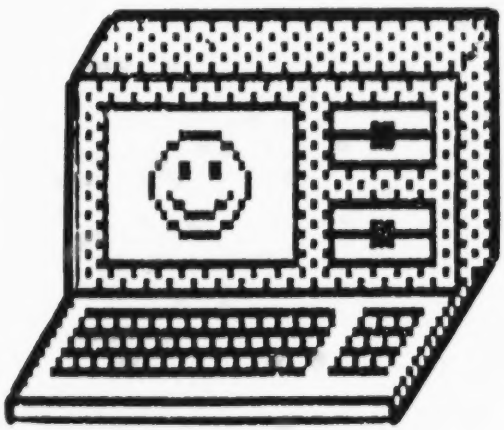
On the second page of Unit IV is a Readers' Guide example ("Person") of a citation for this same article. Turn to that page, and notice how the two citations differ. Which do you think is easier to understand?

## UNIT V

### Search Helper

This is a computerized searching tool using a simple menu-style program on the Apple IIe near the Reference Desk. There are seven databases available on Search Helper: (1) Magazine Index (the same as the one on microfilm that you have just studied), (2) National Newspaper Index, (3) Legal Resource Index, (4) Trade and Industry Index, (5) Management Contents, (6) Computer Database and (7) Newsearch which combines entries for the last 30 days from the other six databases. Because of the cost factor, this reference tool is used selectively by the librarian only after students have checked all other appropriate sources and have been unable to find materials elsewhere.

If you would like to experiment with this program, tell the Reference Librarian that you are enrolled in Library 110, and ask for the Search Helper TUTORIAL disk. Take it to the Apple IIe behind the desk, and follow the directions that appear on the screen.



Reminder:
Did you staple copy of NY Times to the back of this worksheet?

Name _____ID#_____

Date _____

Time in _____Time out_____

Time in _____Time out_____

## UNIT V

### NEWSPAPERS AND THEIR INDEXES WORKSHEET
(Please do not put any markings on library materials)

**SLAVERY**
POMONA JUDGE REFUSES BAIL FOR PAIR IN SEX SLAVE CASE — APR 7: II-4-2
ALLEGED SLAVE CASE VICTIM TESTIFIES ABOUT HER ACTS — APR 28: II-5-1-P
CHINESE SISTERS REUNITED AFTER 40 YRS OF SEPARATION & SLAVERY — MAY 9: IA-5-1
S. CAL. COUPLE FACE 9 CHARGES IN SEX CASE — MAY 12: I-18-1
**SLEEP**
*SEE ALSO- DREAMS*
PSYCHOLOGIST DISCUSSES GETTING CHILDREN TO BED — JUN 22: V-21-1
**SLUDGE**
*SEE- SOLID WASTE*
**SMALL BUSINESS**
*SEE- BUSINESS & INDUSTRY*
**SMOG**
*SEE- AIR POLLUTION*
**SMOKE DETECTORS**
*SEE- FIRE PREVENTION*
**SMOKING**
AMER. CANCER SOCIETY REPORTS DROP IN RATE OF SMOKING DEATHS — APR 2: I-5-5
DOCTOR DISCUSSES RISE IN LUNG CANCER DEATHS AMONG WOMEN — APR 10: VI-14-1

1. Using the above sample from the Los Angeles Times Index, answer the following questions:

   a. What is the date of the article on "rise in lung cancer deaths among women"?_____

   b. In which column does it appear? _____

   c. On what page? _____

   d. In what section? _____

   e. What subject heading should you use to find articles on "smoke detectors"? _____

Name _____

UNIT V

The New York Times Index

**STATOIL (Norwegian Natl Oil Co). See also** Oil, Ja 28
**STATUE of Liberty**
Time magazine, as its contribution to national effort to restore Statue of Liberty and Ellis Island, to donate one page of public service advertising each month for 18 months in its national edition, beginning with May issue (S), Ja 16,IV,21:3
House of Representatives is considering legislation to authorize issuance of three coins to commemorate centennial of Statue of Liberty; coins would be sold to public at premium; photo (S), Ja 20,II,33:1
**STAUBACH, Roger. See also** Football, Ja 23
**STEAMBOATS. See also** Boats, Ja 27
**STEEL and Iron. See also** Autos, Ja 16

2. Using the above example from the New York Times Index, answer the following questions:

   a. What is the date of the article on the "national effort to restore the Statue of Liberty"?_____

   b. In which section of the newspaper? _____

   c. In what column? _____

   d. On what page? _____

   e. Under what subject and date will you find an article on "steamboats"? _____

   f. What does the (S) indicate in the article about Time Magazine? _____

3. a. Write your birth month here _____

   b. Write your birth date here (omit year) _____

Fill out a request slip and get the New York Times microfilm for your birth month and birth date for any year since 1974. Look at page 1, section 1. Print a copy (cost .25) of the top of that page showing the date. Staple the copy to the back of this worksheet.

Name _____

UNIT V

4. In 1983 the Los Angeles Times had an EDITORIAL on the "U.S. Supreme Court's ruling on the draft and aid to college students". When and where did it appear in the paper? Give the date, section and page number. _____

5. I understand the New York Times carried photos of the volcano eruption in Hawaii in 1983. What are the dates of the two pictures in January?_____

6. An article on ABUSED CHILDREN is listed in Magazine Index as appearing in Christianity Today on March 2, 1984. What is the title of the article? _____

_____

7. (a) If you were looking for magazine articles on a certain topic, which index would you prefer to use, Readers' Guide or Magazine Index? _____

(b) Why? (Consider: time period covered by index, how current it is, the way information about the article is given.)_____

_____

_____

8. In previous units, how helpful have the videotapes been in contributing to your understanding of the unit?

Very little _____ Moderately _____ Quite a bit _____

A great deal _____.

9. What is the deadline for satisfactorily completing all the units in this course? Day of week _____

Month _____ Date _____

Verify your answer to #9 with the reference Librarian.

10. We would like to know how many people try the computerized search on the Search Helper tutorial disk. Did you?

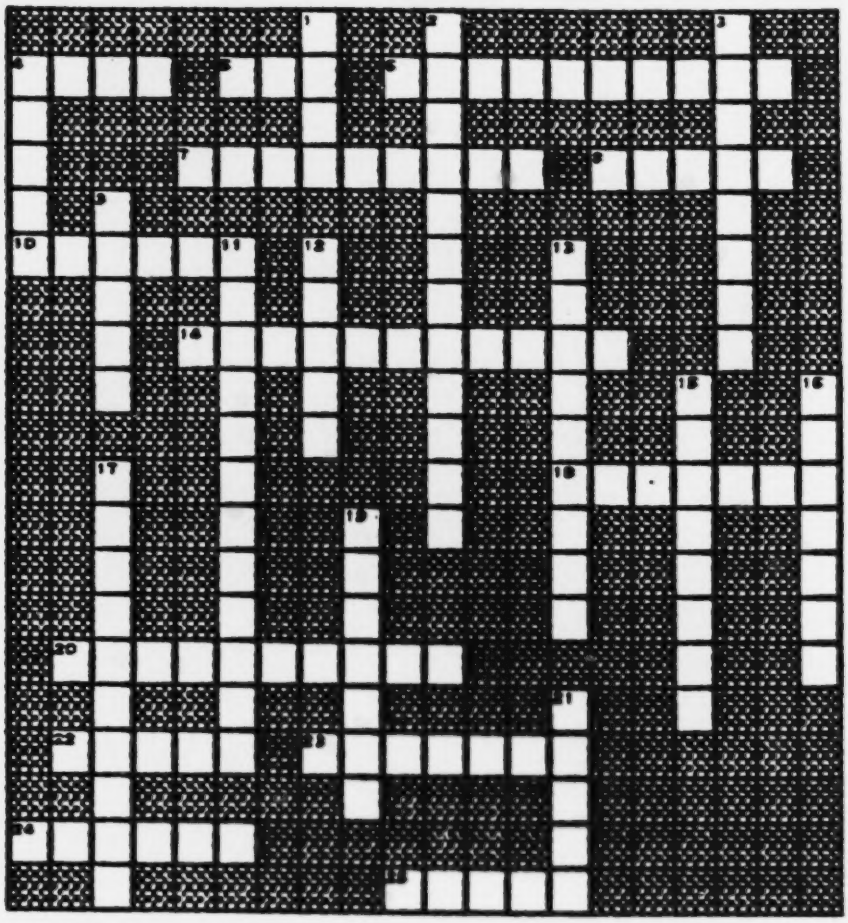
(a) Yes ___ No___

(b) What were your impressions?_____

_____

11. Complete the crossword puzzle on the next page (optional).

UNIT V Name _____



ACROSS CLUES

4. The basic catalog card, usually for the author, is called the _____ entry.
5. A cross-reference referring you to the correct subject heading or form of a name.
6. Indicates location in the library of a book or nonprint material (2 words).
7. Daily publication with local and national news.
8. Inventor of classification scheme used in this library.
10. Person or organization responsible for the content of a book.
14. Lists all of the library's collection of books and nonprint material (2 words).
18. An annual publication of miscellaneous facts and statistics.
20. Books written about true and factual subjects.
22. Page at front of book that gives information such as author, publisher, date, etc.
23. A cross-reference to additional material on your topic (2 words).
24. In word-by-word filing, _____ as well as letters, must be considered.
25. Los Angeles _____ newspaper.

DOWN CLUES

1. The classification scheme we use for books is "decimal" because it is based on _____.
2. Limited collection of materials on California, Orange County, and local cities (2 words).
3. Books that can be checked out only for a very short period of time.
4. _____ Center, where videotapes and slides can be seen.
9. A volume of maps.
11. The widely used index on general interest magazine articles (2 words).
12. A list at the end of a book of specific subjects and their page numbers.
13. Story of a person's life written by someone else.
15. Listing at bottom of catalog card showing headings under which that work is found in card catalog.
16. Books not about true happenings (novels, short stories).
17. Publication appearing on a definite schedule (weekly, monthly, etc.)
19. Type of card catalog (like ours) in which cards are not all filed in a single alphabet.
21. A dictionary gives definitions of these.

## UNIT VI

## REFERENCE BOOKS

(Go to the Media Center and view VHS 434)

Reference books contain factual material in carefully organized, concise form for quick, convenient use. They are "referred to" for a brief introduction to a subject or for specific bits of information rather than being read from cover to cover. Therefore, reference books do not circulate but are kept in the library to be available for use by any patron.

In the GWC Library, reference books are located downstairs near the card catalog and the reference desk. Their call numbers are like those of nonfiction circulating books except that their Dewey Decimal Classification numbers are preceded by REF.

The contents of reference books may vary in two ways:

1. Encyclopedias, dictionaries, atlases, almanacs, etc., actually contain the information itself.
2. Indexes and bibliographies direct you to other sources where the information can be found.

Within these two types of reference books there are two categories of materials:

1. General reference books that are broad in scope and not limited to a single subject area.
2. Specialized reference books in which the material is limited to a specific subject area such as literature, art, sports, science, etc.

An encyclopedia may be general such as Encyclopedia Americana or specialized such as International Encyclopedia of the Social Sciences.

Indexes may be general such as the card catalog (the index to the library) and Readers' Guide (an index to general periodicals) or specialized such as Business Periodicals Index and Biography Index.

## Encyclopedias

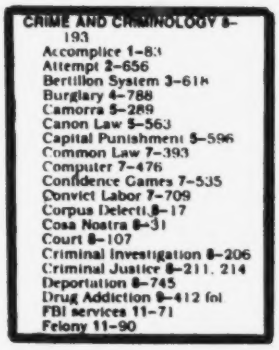
General encyclopedias attempt to cover all branches of knowledge whereas specialized encyclopedias have a narrower but deeper scope treating only the subjects in a specified field of knowledge. In our reference room there are six sets of general encyclopedias and many specialized encyclopedias in subject fields such as religion, art, sciences, psychiatry, etc.

Encyclopedia articles are useful as quick information sources and as a good beginning for background information on a topic. Most encyclopedia publishers update some articles every year so that each annual printing is a partial revision of previous editions. Many encyclopedias have articles that are written and "signed" by specialists in their fields. Additional materials such as illustrations, maps and bibliographies may be included.

It is a good idea to consult several encyclopedias rather than just one. Different encyclopedias may cover or emphasize different aspects of a subject, and they do not all necessarily agree with each other. In addition, it is important to use the index of an encyclopedia to be sure that you find all of the information offered, regardless of where it may be located throughout the various volumes of the set.

Example of encyclopedia index:

The numerals in dark print are volume numbers. They are followed by page numbers.


CRIME AND CRIMINOLOGY 8–193
Accomplice 1–83
Attempt 2–656
Bertillon System 3–618
Burglary 4–788
Camorra 5–289
Canon Law 5–563
Capital Punishment 5–596
Common Law 7–393
Computer 7–476
Confidence Games 7–535
Convict Labor 7–709
Corpus Delecti 8–17
Cosa Nostra 8–31
Court 8–107
Criminal Investigation 8–206
Criminal Justice 8–211, 214
Deportation 8–745
Drug Addiction 9–412 fol
FBI services 11–71
Felony 11–90

The article on CRIME AND CRIMINOLOGY will be found in Volume 8, page 193. The other related subtopics will be found in the respective volumes and pages shown.

To find general encyclopedias in the card catalog, look in the **Subject** section under ENCYCLOPEDIAS AND DICTIONARIES. To locate specialized subject encyclopedias, look under the specific topic, such as ART, with the subdivision --DICTIONARIES AND ENCYCLOPEDIAS.

If you have trouble locating the type of encyclopedia you want, ask the reference librarian for help.

Example of specialized encyclopedia subject headings:

ART--DICTIONARIES AND ENCYCLOPEDIAS
RUSSIA--DICTIONARIES AND ENCYCLOPEDIAS

## UNIT VI

### Encyclopedias

Selected Encyclopedias in GWC Library

| Call Numbers | General Encyclopedias |
|---|---|
| REF<br>031<br>Ac12<br>19...* | Academic American Encyclopedia. 21 vols. Danbury, CT: Grolier, 19...*<br>Short articles on many current topics. Includes illustrations, maps and bibliographies. |
| REF<br>031<br>C69<br>19... | Collier's Encyclopedia. 24 vols. New York: Collier, 19...<br>Articles generally are less scholarly and less detailed than those in the Americana. The format is attractive with many excellent illustrations. Constant revision is made and articles are signed. The last volume contains a detailed index and bibliographies. |
| REF<br>031<br>En21<br>19... | Encyclopedia Americana. 30 vols. New York: Encyclopedia Americana, 19...<br>Coverage is broad with emphasis on American history, geography, and other information about the United States. Includes articles on the major literary, operatic, and theatrical masterpieces. A feature of the encyclopedia is the inclusion of the name of each century with a timetable of events of the particular century. Continuous revision. |
| REF<br>031<br>W893<br>19... | World Book Encyclopedia. 22 vols. Chicago: World Book-Childcraft, 19...<br>Designed for children as well as adults and therefore good for simple, clear explanation of unfamiliar subjects. Illustrations, bibliographies, and many cross references to related topics. Last volume is a "Research Guide/ Index". |

*Our collection of general encyclopedias is updated regularly, so edition dates change rapidly.

> Note: Use the call numbers to the left of the book title to locate library books.

Call Numbers

## Special Encyclopedias

REF 709 En19

Encyclopedia of World Art. 16 vols. New York. McGraw-Hill, 1959-1968.

Covers every aspect of art including biographies of artists. Deals with all periods and all countries. Outstanding illustrations. Articles by specialists from many parts of the world are signed and include long bibliographies. It is important to use the volume 15 Index. Last volume is a supplement.

REF 300.3 In8

International Encyclopedia of the Social Sciences. 17 vols. and a Biographical Supplement. New York: Macmillan, 1968.

Lengthy, signed articles in the fields of anthropology, economics, education, geography, history, law, political science, psychology, and sociology. Scholarly articles with bibliographies. Volume 17 is index.

REF 503 M178 1982

McGraw-Hill Encyclopedia of Science and Technology; an International Reference Work. 15 vols. New York: McGraw-Hill, 1982.

Comprehensive coverage of all branches of science and technology. Designed for the layman, the articles are scholarly but not technical. Most articles are signed with initials. Many illustrations, cross references, and bibliographies. Volume 15 is a detailed index to the complete set. Kept up-to-date by McGraw-Hill Yearbook of Science and Technology.

## UNIT VI

## Dictionaries

Dictionaries contain the words of a language, or of a subject, usually alphabetically arranged. They give information such as meaning, spelling, pronunciation, origin, and usage about the words they contain.

The kind of dictionary with which you are probably most familiar is the English language dictionary. Those that are unabridged attempt to include nearly all the words in the language along with their definitions. Abridged or desk dictionaries are shorter as they contain only selected entries.

There are dictionaries in special fields such as foreign language, law, medicine, chemistry, computers, math, etc. To locate a dictionary use the **Subject** section of the card catalog and look up the desired subject with the subdivision --DICTIONARIES.

Examples of dictionary subject headings:

ENGLISH LANGUAGE--DICTIONARIES

FRENCH LANGUAGE--DICTIONARIES

MUSIC--DICTIONARIES

SOCIOLOGY--DICTIONARIES

## UNIT VI

### Dictionaries

Selected Dictionaries in GWC Library

Call Numbers

#### ENGLISH LANGUAGE

##### Unabridged

(Big book found on top of REF bookcases on lecterns)

Webster's Third New International Dictionary of the English Language. Springfield, Mass: Merriam, 1976.
This unabridged work includes some 450,000 entries. The new edition is particularly strong in modern scientific and technical words.

##### Abridged

REF 423 W399n 1973

Webster's New Collegiate Dictionary. Springfield, Mass., Merriam, 1973.
More than 150,000 selected entries with definitions.

##### Historical

REF 423 OX2

Oxford English Dictionary. 12 vols. and supplements. Oxford: Clarendon Press, 1933.
A scholarly dictionary giving the history of English words from the twelfth century to the present day. Quotations show how words were used at different periods of time.

##### Specialized

REF 427.09 W488 1975

Wentworth, Harold and Flexner, Stuart. Dictionary of American Slang. New York, Crowell, 1975.
A very full listing, including many previously "taboo" expressions, with explanation of usage. The best of the American slang dictionaries.

#### FOREIGN LANGUAGE

REF 443.2 C272 1977

Cassell's French Dictionary. New York: Macmillan, 1977.
In this edition additional words and examples have been added; obsolete terms are eliminated except those necessary for the typical reader.

REF 463.2 G165

Larousse Diccionario Moderno Espanol-Ingles, English-Spanish. New York: Ediciones Larousse, 1976.
All the words, classic and modern, which go to make up the Anglo-Hispanic cultural heritage. Also includes new technical and scientific terms.

## UNIT VI

### SUBJECT DICTIONARIES

REF
340.03
B561
1979

Black, Henry Campbell. Black's Law Dictionary: Definitions of the Terms and Phrases of American and English Jurisprudence, Ancient and Modern, with Guide to Pronunciation. 5th ed. by the publisher's editorial staff. St. Paul, Minn.: West, 1979.
The standard dictionary for law.

REF
370.3
G592
1973

Good, Carter V., ed. Dictionary of Education. 3d ed. New York: McGraw-Hill, 1973.
Definitions of words and terms in education and related fields.

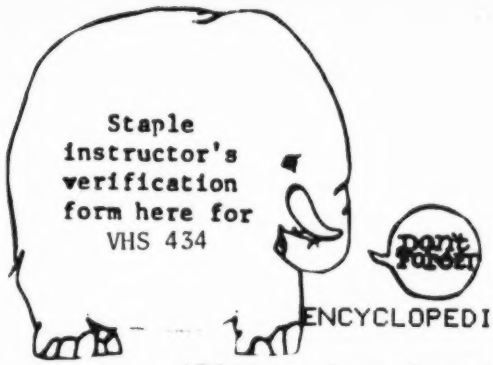
REF
610.3
M85

Mosby's Medical and Nursing Dictionary. St. Louis: Mosby, 1983.
A new work with broad coverage and up-to-date information.

REF
001.6403
Si75
1980

Sippl, Charles J. Computer Dictionary and Handbook. Indianapolis, Indiana: Sams, 1980.
Includes long definitions and extensive cross-referencing. "Acronyms and Abbreviations" are found in Appendix M.

The call number locations for all books you will need to use for the following worksheet are listed next to the description of the book. If you cannot find the book you need, ask the Reference Librarian to help you.




Name_____ID#_____

Date_____

Time in_____Time out_____

Time in_____Time out_____

UNIT VI

ENCYCLOPEDIAS AND DICTIONARIES WORKSHEET

(Please do not put any markings on library materials)

Look up questions 1 and 2 in both the Encyclopedia Americana and World Book. (Remember, you may need to use the Index volumes.) In each case, show the volume number (not letter) and the page on which you found the answer.

1. Find a picture of the flag of Peru. Is the center panel plain white or does it have a design?

   Americana: Plain or design? _____ Volume # ____ Page ___

   World Book: Plain or design? _____ Volume # ____ Page ___

2. Where do you find an article on SCRIMSHAW?

   Americana: Volume # _____ Page _____

   World Book: Volume # _____ Page _____

Using any general encyclopedia on our shelves, answer the following questions. Tell which encyclopedia you used, the volume number, and the page.

→ Use a different encyclopedia for each question

3. In what year did Colorado become a state? _____

   Encyclopedia title _____ Volume # ____ Page ___

4. What country first tried to dig the Panama Canal? _____

   Encyclopedia title _____ Volume # ____ Page ___

5. Who invented the game of volleyball?_____

   Encyclopedia title _____ Volume # ____ Page ___

6. (a) Did you use a different encyclopedia for each question? _____

   (b) Which encyclopedia do you prefer? _____

   (c) Why? (Consider: content, format, cross references, study aids, etc.)

Name_____

UNIT VI

7. Did you staple verification for VHS 434 to first page of worksheet? Yes _____ No _____

8. Use the **Subject** section of the card catalog to answer the following:

Do we have an encyclopedia on CANADA?

Yes _____ Call # _____ Title _____

No _____ _____

_____

Answer questions numbers 9, 10, and 11 by using the most appropriate special encyclopedia on your list, "Selected Encyclopedias in GWC Library." Show complete, exact titles.

9. (a) Where do you find information about ANIMALS in Roman art?

Encyclopedia title _____

Volume # _____ Page _____

(b) According to the article, during what period were bronze masks of wolves and lions used? _____

10. (a) Where do you find information about SOCIAL MOBILITY?

Encyclopedia title _____

Volume # _____ Page _____

(b) According to the above article, what is the definition of social mobility? _____

_____

11. (a) Where do you find information about the ATOMIC BOMB?

Encyclopedia title _____

Volume # _____ Page _____

(b) According to the above article, an atomic bomb is more properly called a nuclear bomb because it _____

_____

Name _____

## UNIT VI

Use the Webster's Third New International Dictionary (1971, copy 3) on the lectern in the Typing Room to answer question 12. Show the page number on which you found the answer.

12. (a) What is the first definition of the word AIN'T?

Definition: _____ Page ____

(b) According to this dictionary is AIN'T ever used by cultivated speakers? Yes ___ No ___

Answer the following questions by using the most appropriate dictionary on your list "Selected Dictionaries in GWC Library."

→ Do not use dictionaries not on your list ←

13. Find a quotation from the year 1646 A.D. by Sir T. Browne that uses the word MENDACITY.

Title of dictionary used _____ Volume # ____ Page ____

Quotation _____

14. Give an easily understandable definition of the French word CHAUVIN. _____

Title of dictionary used _____ Page _____

15. What is the slang meaning of the word FRIED? _____

Title of dictionary used _____ Page _____

16. The abbreviation BKSP is used in the computer field. What does it mean?

Title of dictionary used _____ Page _____

Meaning _____

17. Use the **Subject** section of the card catalog. Determine if we have a dictionary on the Japanese language. If we do, list complete call number and title.

Call # _____

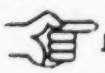
Title _____ _____

_____

## UNIT VII

### BIOGRAPHY, STATISTICS, BOOK REVIEWS

Biography is information about a person's life. This type of material can be found in many of the general sources you have already used in this course such as the card catalog, periodicals and encyclopedias. There are also specialized biographical reference books. These include materials such as biographical dictionaries whose articles vary in length from a sentence or two to several pages and biographical indexes that merely refer you to the proper source.



Examples of biographical sources:

| Location | |
|---|---|
| Back of Index Table #1 | Biography Index (1961 to present) A guide to biographical material in periodicals, current books and collective biographies. Includes a list by profession or occupation. |
| REF 920 C936 | Current Biography (1940 to present) An annual publication containing accurate and well-documented biographies of living leaders in all fields. Includes addresses and portraits. A "Classification by Profession" appears near the back of each volume. |
| REF 920 W399 | Webster's Biographical Dictionary One volume containing more than 40,000 brief and concise biographies of prominent world figures, past and present. |
| REF 973.092 D561 1964 | Dictionary of American Biography Eleven alphabetical volumes plus supplements provide scholarly signed articles and bibliographies on important Americans who are no longer living. |
| REF 973.092 W62 | Who's Who in America (1966 to present) Published every other year, these volumes contain brief biographies of notable living Americans with their addresses. |

NOTE: Use the above call numbers to locate materials needed to do the Worksheet for this unit.

## UNIT VII

### Statistical Sources

Statistical data can be found in a number of different kinds of reference sources. Statistics can relate to almost any topic from art to education to politics to zoology.

Most books containing only statistics are arranged by very broad subject areas, and therefore you must use the index of the book in order to find a specific fact or figure. Look in the index under every possible key word that might relate to your topic. Remember that statistics published in book form are usually two to three years behind because of the enormous task of compiling, analyzing and arranging the information.

Examples of statistical books in GWC Library:

REF 317.3 Un3 — Statistical Abstract of the United States
Includes data collected by all the statistical agencies of the United States and some private sources. Covers population, immigration, finance, commerce, education, etc. in the United States.

REF 317 W893 — World Almanac
Published annually since 1868, this work contains miscellaneous information and statistics on foreign countries as well as on each state of the U.S. Included are a wide range of topics such as outstanding events of the year, brief biographies of famous people, tallest mountains, longest rivers, etc. This book is unique in that its index is in the front.

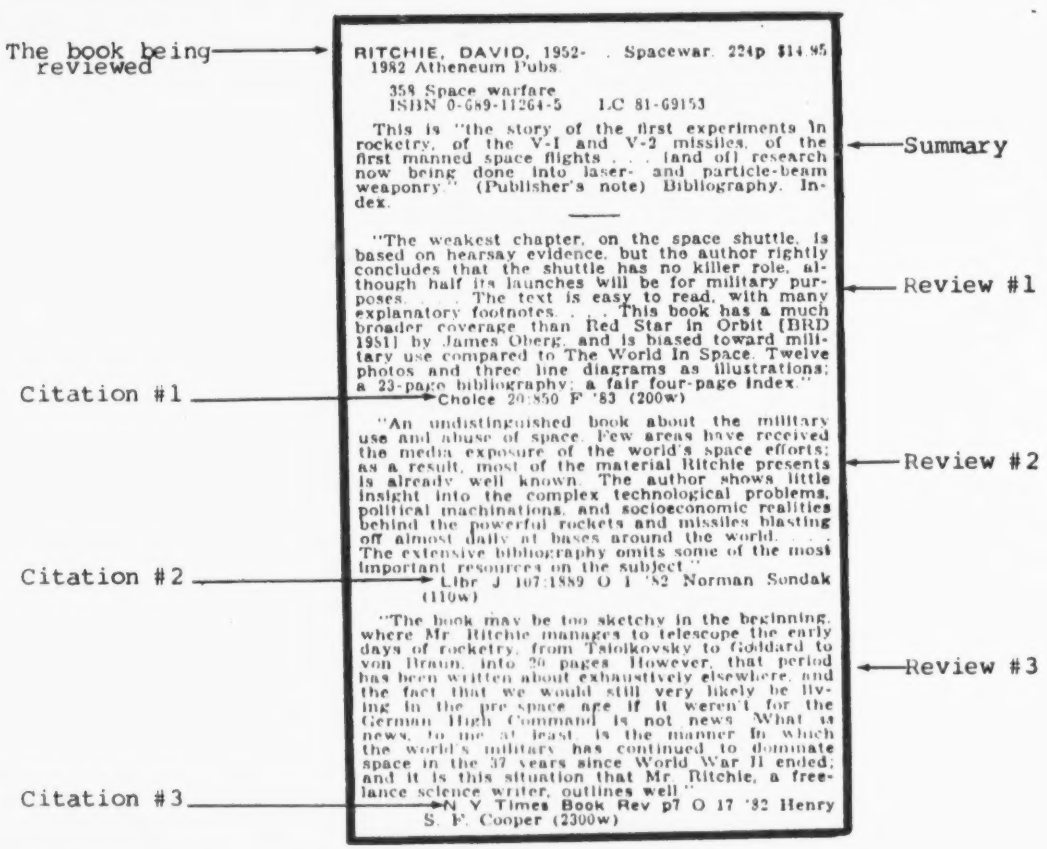
There are several other almanacs on the shelves next to World Almanac. What you do not find in one almanac, you may find in another, so when you are doing research, check more than one almanac if necessary.

REF
808.8
B644

## Book Review Digest, 1905-Present

Book Review Digest or BRD is an outstanding source for reviews of books. For each book that it reviews, BRD provides a summary of the work and then reproduces brief portions of several reviews taken from various magazines and journals. After each condensed review is information (a citation) showing where the original entire review is located. The citation includes title of the magazine or journal containing the review, volume number, page, date, name of reviewer if available, and the number of words in the original review.

Example of entry from BRD:


The book being reviewed
RITCHIE, DAVID, 1952- . Spacewar. 224p $14.95
1982 Atheneum Pubs.
358 Space warfare
ISBN 0-689-11264-5 LC 81-69153
This is "the story of the first experiments in rocketry, of the V-1 and V-2 missiles, of the first manned space flights . . . [and of] research now being done into laser- and particle-beam weaponry." (Publisher's note) Bibliography. Index.
Summary
"The weakest chapter, on the space shuttle, is based on hearsay evidence, but the author rightly concludes that the shuttle has no killer role, although half its launches will be for military purposes. . . . The text is easy to read, with many explanatory footnotes. . . . This book has a much broader coverage than Red Star in Orbit [BRD 1981] by James Oberg, and is biased toward military use compared to The World In Space. Twelve photos and three line diagrams as illustrations; a 23-page bibliography; a fair four-page index."
Review #1
Citation #1
Choice 20:850 F '83 (200w)
"An undistinguished book about the military use and abuse of space. Few areas have received the media exposure of the world's space efforts; as a result, most of the material Ritchie presents is already well known. The author shows little insight into the complex technological problems, political machinations, and socioeconomic realities behind the powerful rockets and missiles blasting off almost daily at bases around the world. . . . The extensive bibliography omits some of the most important resources on the subject."
Review #2
Citation #2
Libr J 107:1889 O 1 '82 Norman Sondak (110w)
"The book may be too sketchy in the beginning, where Mr. Ritchie manages to telescope the early days of rocketry, from Tsiolkovsky to Goddard to von Braun, into 20 pages. However, that period has been written about exhaustively elsewhere, and the fact that we would still very likely be living in the pre space age if it weren't for the German High Command is not news. What is news, to me at least, is the manner in which the world's military has continued to dominate space in the 37 years since World War II ended; and it is this situation that Mr. Ritchie, a free-lance science writer, outlines well."
Review #3
Citation #3
N Y Times Book Rev p7 O 17 '82 Henry S. F. Cooper (2300w)

NOTE: The call number for BRD is given at the top of this page.

## UNIT VII

Within each volume the entries are arranged alphabetically by the last names of the authors of the books. If you do not know the author's name, use the Subject and Title Index at the back of each volume. From that index you can get the author's name and then turn to the proper place in the text. Look at the example below. If you want a book about Henry Adams, look him up as a SUBJECT in the index. If you decide you want to read the reviews of the book by the AUTHOR, Chalfant, E., turn to the C's in the text.

Example from BRD index:

SUBJECT AND TITLE INDEX

At left margin, Subjects are in dark print, Titles are in light print.

Find the author's name and turn to that name in text

**Acronyms**
De Sola, R. Abbreviations dictionary
Across the stream. Ginsburg, M.
Act & quality. Aluen, C.
**Activism, Social** *See* Social action
**Actors and actresses**
Fisher, S. Pretend the world is funny and forever
Actors are madmen. Scott, A. C.
**Actresses** *See* Actors and actresses
Adam Smith. Campbell, R. H.
**Adams, Henry, 1838-1918** (1)
Adams, H. The letters of Henry Adams, v1-3
(2) Chalfant, E. Both sides of the ocean (3)
Critical essays on Henry Adams
**Adams, John Quincy, 1767-1848**
Adams, J. Q. Diary of John Quincy Adams
**Adams family**
Nagel, P. C. Descent from glory
**Adaptation (Biology)**
Tributsch, H. How life learned to live
Addiction. Berger, G.
**Addicts, Drug** *See* Narcotic addicts

EXPLANATION
1=Subject Adams, Henry, 1838-1918
2=Author: Chalfant, E. (turn to C's in text)
3=Title: Both sides of the ocean

A hardbound volume is issued each year with monthly paperbacks for temporary use until the next annual hardbound is issued. To find the reviews on a particular book, you must know (in addition to the author's name) the year in which that book was published so that you will know in which annual volume of BRD to look.

NAME_____ID#____

Date_____

Time in_____Time out_____

Time in_____Time out_____

UNIT VII

BIOGRAPHY, STATISTICS, BOOK REVIEWS WORKSHEET

(Please do not put any markings in library materials)

1. According to the 1984 volume of Current Biography, (a) What is the occupation of Rose Bird?_____ (b) What is her birthdate? _____ (c) Who lives with her in Palo Alto?_____

2. How many names are listed under MILTARY in the Classification by Profession Index in the 1983 volume of Current Biography? _____

3. Biography Index lists biographees' names alphabetically in one section and by _____ in another section.

4. According to volume 12 of Biography Index, who wrote the article about Jeffrey Mishlove that was published in the October 1980 issue of Psychology Today? _____

5. Using Webster's Biographical Dictionary find the birth and death dates of the following and give their profession:

| | Born | Died | Profession |
|---|---|---|---|
| a. John Foster Dulles | _____ | _____ | _____ |
| b. Joseph Stalin | _____ | _____ | _____ |

6. According to the Dictionary of American Biography, Nathan Hale (June 6, 1755 - Sept. 22, 1776) was known as the _____ spy of the Revolutionary War.

Name _____

UNIT VII

7. _____ gives very brief biographical information only on Americans who are living; _____ gives information only on Americans who are dead.

Use the World Almanac or Satistical Abstract of the U.S. to answer the following. With each title, use the most recent volume possible. With each answer show the title, year, and page number of your source.

8. Iowa has one federal Indian Reservation. What major tribes live on these reservations? _____

   Source (Title, year, page): _____

9. What was the title of Barbara Tuchman's book that won the 1963 Pulitzer Prize for non-fiction? _____

   Source (Title, year, page): _____

10. What is the length, in miles, of the Amazon River in South America? _____

    Source (Title, year, page): _____

11. The population of Huntington Beach in the 1970 census was 116,000. What was it in 1984? _____

    Source (Title, year, page): _____

12. What percentage of households in the U.S. had televisions in 1980? _____

    Source (Title, year, page): _____

13. Two important men from different countries were the victims of assassination in 1948. Who were they? _____

    _____

    Source (Title, year, page): _____

Name _____

UNIT VII

14. I am trying to locate an Association or Society called the Ding-a-Ling Club, (national). What is its address?

_____

Source (Title, year, page): _____

15. List the titles of two other almanacs on the shelves near World Almanac:

a. _____

b. _____

16. Using the "Example of Entry from BRD" in this unit, write the title of the periodical containing Cooper's review of the book Spacewar by Ritchie.

_____

17. The original review by Cooper:

(a) Contained how many words? _____

(b) Appeared on what page? _____

(c) Appeared on what exact date? _____

18. Using the "Example from BRD Index" in this unit, answer the following:

(a) Who wrote the book with the title Across the Stream?

_____

(b) What is the title of Nagel's book about the Adams family? _____

(c) What is the name of the author who wrote a book about biological adaptation? _____

Name _____

## UNIT VII

19. Use the 1983 volume of BRD to find a book about Nancy Reagan.

    (a) Who is the author? _____

    (b) What is the title of the book? _____

    (c) Who wrote a review of that book for the New York Times Book Review? _____

20. Name a biography reference book that:

    (a) Actually contains the biographical material itself.

    _____

    (b) Merely lists other sources that you must go to for the material itself.

    _____

21. Will this Worksheet be graded if you have not picked up all of your previous Worksheets? Yes_____ No_____

## UNIT VIII

### THE RESEARCH PAPER

Go to the Reserve Counter in the main lobby. Check out Books, Libraries and Research by Mary Hauer and read pages 25-34 on the research paper. The first few questions on Worksheet VIII are taken from that chapter. You will need that book in hand to answer those questions.

A research paper assignment need not seem overwhelming if you use an organized approach to the project. This unit will help you structure your thinking and give you practice in some of the steps involved in preparing a term paper. In addition, you may want to consult some of the authoritative books on the subject. The first time you attempt a research paper, it would be helpful to have one of these books at hand for quick reference.

REF/808.02/C153/1982
Campbell, William Giles.
Form and Style: Theses, Reports, Terms Papers.

(RESERVE) 028.7/B644/1983
Hauer, Mary G.
Books, Libraries and Research.

REF/808.02/L567/1984
Lester, James D.
Writing Research Papers.

REF/808.02/M72M/1984
Modern Language Association of America.
MLA Handbook for Writing Research Papers.

REF/808.02/T84s/1976
Turabian, Kate L.
Student's Guide for Writing College Papers.

Hauer's book describes all of the basic steps involved in writing a research paper. This unit will deal mainly with gathering information and compiling the bibliography or "works cited" list that stands at the end of the research paper. Looking for material resembles doing detective work, or as one enthusiastic student put it, "It's like a treasure hunt!" Keep your

eyes open and your mind alert for every possible clue that can help you in your search. The previous units in this course provided you with knowledge of the library's organization and some of its resources. In writing a research paper, you will coordinate and apply some of that knowledge.

Instructors will vary in their specifications for a research paper. For example, they may or may not require bibliography cards, and their instructions may vary as to what authority you are to follow in the format for documentation within the paper and in the works cited list at the end of the paper. If they do not specify an authority, choose one and be consistent.

## UNIT VIII

### Gathering Information

Before deciding on the specific aspect of a topic that will be the subject of your research paper, it is essential that you:

1. Acquire a general understanding of the topic
2. See what relevant material is available in the library or libraries you plan to use
3. Conclude what aspects of the subject can actually be researched, and broaden or narrow your topic accordingly

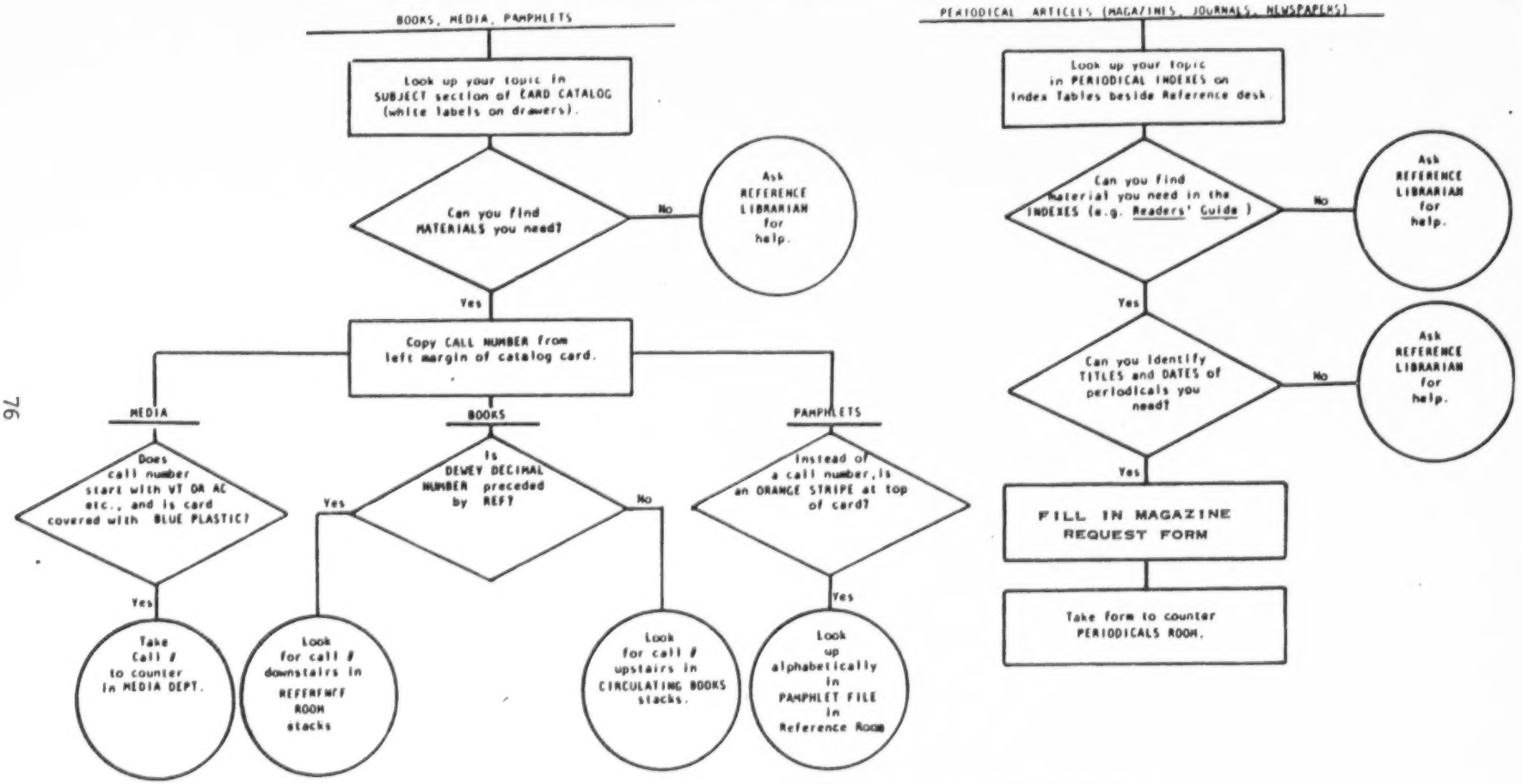
Using the skills you have developed in this course, you should look up your topic in a variety of sources such as:

1. Dictionaries, general and specialized
2. Encyclopedias, general and specialized
3. Card catalog for books, media, pamphlets
4. Periodical indexes, general and specialized, for magazine, journal, and newspaper articles
5. Other appropriate reference tools such as statistical sources

If the method of using any of the above is not clear to you, review the relevant units in this workbook.

The flow chart on the following page illustrates an organized approach to finding materials in the card catalog and periodical indexes.

# FINDING MATERIALS ON YOUR TOPIC


BOOKS, MEDIA, PAMPHLETS
Look up your topic in SUBJECT section of CARD CATALOG (white labels on drawers).
Can you find MATERIALS you need?
No
Ask REFERENCE LIBRARIAN for help.
Yes
Copy CALL NUMBER from left margin of catalog card.
MEDIA
Does call number start with VT OR AC etc., and is card covered with BLUE PLASTIC?
Yes
Take Call # to counter in MEDIA DEPT.
BOOKS
Is DEWEY DECIMAL NUMBER preceded by REF?
Yes
Look for call # downstairs in REFERENCE ROOM stacks
No
Look for call # upstairs in CIRCULATING BOOKS stacks.
PAMPHLETS
Instead of a call number, is an ORANGE STRIPE at top of card?
Yes
Look up alphabetically in PAMPHLET FILE in Reference Room
PERIODICAL ARTICLES (MAGAZINES, JOURNALS, NEWSPAPERS)
Look up your topic in PERIODICAL INDEXES on Index Tables beside Reference desk.
Can you find material you need in the INDEXES (e.g. Readers' Guide )
No
Ask REFERENCE LIBRARIAN for help.
Yes
Can you identify TITLES and DATES of periodicals you need?
No
Ask REFERENCE LIBRARIAN for help.
Yes
FILL IN MAGAZINE REQUEST FORM
Take form to counter PERIODICALS ROOM.

NOTE: A REFERENCE LIBRARIAN IS ALWAYS ON DUTY TO GIVE YOU ASSISTANCE. HELPING YOU IS NOT AN INTERRUPTION OF OUR WORK. IT IS OUR WORK.

## UNIT VIII
## Bibliography or Works Cited List

Within the text of your paper, when you wish to acknowledge the source of any material you are presenting, use the format shown in the "Documentation within Paper" column on the following page in this unit. Each of these acknowledgments must be fully identified in a bibliography (see Glossary) or works cited list at the end of the paper. The documentation format shown on the following page is the MLA (Modern Language Association) style; other authorities may recommend different formats.

For most books, the information that should be included in the works cited list is found on the title page of the book. Since catalog cards are also prepared from information on the title page, this means that the necessary bibliographic information is also usually available on the catalog card. This includes data such as author, title, place of publication, publisher, date. The needed information may vary with the type of book. See the "Works Cited" column on the following page in this unit for examples. Carefully note the order in which the information is given for each type of material. Also notice the punctuation within each citation.

The information needed for periodical articles is usually similar to that given in a citation in a periodical index such as Readers' Guide: author, title of article, title of periodical, date, pages. Again, note the detail in the "Works Cited" column on the following page.

The works cited list at the end of your paper must be arranged alphabetically by authors' last names or, if no author is given, by the first word of the title, excluding the articles a, an, the. Books and periodicals may be combined in the same list unless the list is extremely long.

## DOCUMENTATION IN RESEARCH PAPERS*

| Type of Material | Samples of Entries in Works Cited List<br>Note: THIS LIST MUST BE IN ALPHABETICAL ORDER. |
|---|---|
| BOOK WITH ONE AUTHOR | Tuchman, Barbara W. The March of Folly: From Troy to Vietnam. New York: Knopf, 1984. |
| BOOK WITH TWO AUTHORS | Askin, Jayne, and Bob Oskam. Search: A Handbook for Adoptees and Birthparents. New York: Harper and Row, 1982. |
| BOOK WITH TWO OR MORE VOLUMES | Bailey, Thomas Andrew. The American Spirit: United States History As Seen by Contemporaries. 4th ed. 2 vols. Lexington, Mass.: Heath, 1978. |
| ARTICLE WITH AUTHOR IN BOOK WITH EDITOR | Franklin, Howard Bruce. "From Empire to Empire: Billy Budd, Sailor." Herman Melville: Reassessments. Ed. A. Robert Lee. New York: Barnes and Noble, 1984. |
| ENCYCLOPEDIA ARTICLE-NO AUTHOR | "Apartheid." American Academic Encyclopedia. 1983 ed. |
| ENCYCLOPEDIA ARTICLE-WITH AUTHOR | Howe, Everett D. "Solar Energy." Colliers Encyclopedia. 1984 ed. |
| MAGAZINE ARTICLE-NO AUTHOR | "Nineteen State Wilderness Bills Pass Congress during 1984." National Parks. Jan/Feb 1985:36. |
| MAGAZINE ARTICLE-AUTHOR | Antilla, Susan. "Wall Street Woos the Nation's Most Powerful Women." Working Woman. Jan. 1985:38. |
| NEWSPAPER ARTICLE-NO AUTHOR | "Smoking Law Brings in Hundreds of Calls." Register 20 April 1985: sec. A:3 |
| NEWSPAPER ARTICLE-AUTHOR | Lindgren, Kristina. "Gasoline Leaks Polluting Drinking Water Supplies." Los Angeles Times 20 April 1985, sec. 1:1 |
| INTERVIEW | Crawford, Kaye. President Crawford Brothers Construction Co. Personal interview. Santa Ana, Ca. 7 Mar. 1985. |
| PAMPHLET | Shore Protection in California. Sacramento, Ca.: Dept. of Navigation and Ocean Development, 1976. |
| VIDEOTAPE-NO AUTHOR | Music of the Spheres. Videotape. New York: Time-Life Multimedia, 1973. 52 min. |
| VIDEOTAPE-WITH AUTHOR | Stanger, Sandy. Professional Employment Preparation. Videotape. Huntington Beach, Ca.: Golden West College Instructional Television, 1980. 33 min. |
| AUDIOCASSETTE-WITH AUTHOR | Krim, Mathilde. The Doctor Talks To You About Interferon. Audiocassette. Bayside, N.Y.: Soundwords, Inc. 1982. 48 min. |
| AUDIOCASSETTE-NO AUTHOR | Symposium on Intimacy. Audiocassette. Chicago: National Council on Family Relations, 1974. 150 min. |
| KIT-NO AUTHOR | Capital Punishment. Sound filmstrip. Prentice-Hall Media, 1984. 156 fr., 27 min. |
| SLIDES-NO AUTHOR | The Art of Japan. Slide program. New York: Audio Learning, 1976. 24 slides. |

*This list is not complete and does not represent individual instructor's requirements for documentation format. You may need to consult with your instructor or refer to a style manual such as MLA HANDBOOK REF/808.02/m198.

Name _____ID#_____

Date _____

Time in _____Time out _____

Time in _____Time out _____

UNIT VIII

THE RESEARCH PAPER WORKSHEET
(Please do not put any markings on library materials)

Use the Reserve book Books, Libraries and Research by Mary Hauer to answer the first seven questions. In each case, in the parentheses in front of the question, show Hauer's page number where you found the answer to the question.

Page Date you checked out Hauer's book._____ What time?____

( ) 1. What are the first four steps in preparing a term paper?

(a) _____ (b) _____

(c) _____ (d) _____

( ) 2. What does search strategy mean? _____

( ) 3. For what purpose is Book Review Digest recommended?

_____

( ) 4. What is plagiarism? _____

( ) 5. What kinds of facts require documentation?

_____

_____

( ) 6. "When in doubt, do not document." That is Hauer's advice

True _____ False _____

( ) 7. In a bibliography

(a) A period is placed after the _____, another after the _____.

(b) A _____ follows the place of publication.

(c) A comma comes between the _____ and the _____.

8. Did you show Hauer's page number in the parentheses in front of each of the above questions? Yes ___ No ___

Name _____

## UNIT VIII

Assume that you are going to write a research paper on some aspect of AIR POLLUTION. You will look up this topic in a variety of sources listed below. The material marked with an asterisk will appear in a works cited list that you will compile in correct form. Refer to previous units in this workbook if you need to refresh your memory on where the sources are located or how to use them.

Look up AIR POLLUTION in each of the sources specified in questions 9 through 20. Supply the requested information.

*9. Collier's Encyclopedia

(a) Edition year ____ Volume # ____ Pages: from ___ to ___

(b) Author (if any) of article _____

(c) Title of article _____

*10. McGraw-Hill Encyclopedia of Science and Technology

(a) Edition year ____ Volume # ____ Pages: from ___ to ___

(b) Author (if any) of article _____

(c) Title of article _____

Use the **Subject** section of the card catalog to answer questions 11-15 on AIR POLLUTION.

*11. Find one book dated 1975 or later:

(a) Author _____

(b) Title _____

(c) Place _____ Publisher _____ Date _____

12. Go through all of the catalog cards with the subject heading AIR POLLUTION. Look at all of the subject tracings at the bottoms of all of the cards. Which subject tracing do you think would be the most helpful heading to look under for additional material related to AIR POLLUTION?

_____

13. (a) Do we have any media items on AIR POLLUTION? Yes__ No__

(b) What identifies a media card? _____

14. At this spot in the card catalog, do you find any actual pamphlet cards on AIR POLLUTION? (a) Yes ___ No ___

(b) What identifies a pamphlet card? _____

Name _____

## UNIT VIII

15. Find the first **see also** card for AIR POLLUTION. What are the first two headings suggested on the first **see also** card?

    (a) _____ (b) _____

*16. Readers' Guide. Find one magazine article, 1983 or later, on AIR POLLUTION.

    (a) Author (if any) of article _____

    (b) Title of article _____

    (c) Title of magazine _____

    (d) Date of Magazine _____ Pages: from _____ to _____

17. General Science Index. Use a hardbound volume. Find one article, 1983 or later, on AIR POLLUTION. The article must be in a publication that has the word Journal in the title.

    (a) Author, if any, of article _____

    (b) Title of article _____

    (c) Title of journal _____

    (d) Date of journal _____ Pages: from _____ to _____

*18. Los Angeles Times Index. Use the latest hardbound annual volume. Find one article on AIR POLLUTION.

    (a) Author, if any, of article _____

    (b) Title of article _____

    (c) Date of article _____

    (d) Section _____ Page _____

19. Use the 1985 Statistical Abstract of the U.S. to find a statistic on AIR POLLUTION.

    (a) Statistic _____ (b) What does that figure represent?

    _____

    (c) On what page in the 1985 Statistical Abstract did you find this figure? _____

Name _____

UNIT VIII

20. Go to the General Pamphlet File on the east wall of the Reference Room. Find the CALIFORNIA--AIR--POLLUTION file folder. Choose what you consider the most useful pamphlet in that file folder.

Author, if any _____

Title _____

Place _____ Publisher _____ Date _____

21. Refer to the five asterisks on preceding questions. In the space provided below write or type an alphabetical works cited list of these five items in correct form.

*Collier's* article (#9)
*McGraw Hill* article (#10)
Book (#11)
Magazine article (#16)
*L.A. Times* article (#18)

(You may want to prepare a rough draft on scratch paper first.)

Be sure to use correct punctuation and arrange your list alphabetically.

Works Cited

Name _____ ID# _____
Date _____

Time in _____ Time out _____

Time in _____ Time out _____

UNIT IX

FINAL AND EVALUATION

(Please do not put any markings in library materials)

NOTE: THIS UNIT WILL NOT BE RETURNED TO YOU. You must do competent work on the final in order to receive credit for this class.

FINAL

1. Write "up or "down" in front of each of the following to indicate location upstairs or downstairs in GWC Library:

   _____ (a) General Pamphlet File

   _____ (b) Circulating Books

   _____ (c) Index Tables

   _____ (d) RESERVE Books

2. Show the amount that GWC Library charges patrons for each of the following:

   _____ (a) Each paper print made from microfilm (Periodicals Room).

   _____ (b) Tutoring for one hour.

   _____ (c) Each copy made on copy machine (Reference Room).

ANSWER EACH PART OF EACH QUESTION.
WE DO NOT GRADE IMCOMPLETE PAPERS.

Name _____

UNIT IX

3. Use the card below to answer the questions which follow:

| | |
|---|---|
| 616.891<br>H143 | Harris, Thomas Anthony, 1913-<br>I'm OK, You're OK: a practical guide to transactional analysis, by Thomas A. Harris. New York, Harper and Row, 1969.<br><br>278 p. illus.<br>Bibliographical footnotes<br><br>1. Psychotherapy. 2. Mental Hygiene. I. Title |

(a) Who is the author of the book? _____

(b) What is the title of the book? _____

_____

(c) What is the call number of the book? _____

(d) What subject heading(s) is this book listed under in the card catalog? _____

(e) What company published the book? _____

Select the BEST answer for each of the following questions by checking either (a), (b), or (c):

4. Most books in the library are listed in the card catalog

____ (a) by author and title only.

____ (b) by author, by title, and by subject.

____ (c) by author only.

5. To find a book on the library shelves, you must make note of

____ (a) the complete call number found in the upper-left corner of the catalog card.

____ (b) the call number and the title.

____ (c) the author's last name and the call number.

6. If you were studying Kurt Vonnegut's novels and wanted to find literary criticism concerning his writing, you should look in the card catalog

____ (a) under "Vonnegut, Kurt" in the author/title section.

____ (b) under "VONNEGUT, KURT" in the subject section.

____ (c) under "Vonnegut, Kurt" in either the author or the subject section.

7. The "see" card below indicates:

| Mountain climbing<br>see<br>MOUNTAINEERING |
|---|

____ (a) The library has no books about MOUNTAIN CLIMBING.

____ (b) The books about MOUNTAIN CLIMBING are listed under MOUNTAINEERING only.

____ (c) The books about MOUNTAIN CLIMBING are listed under both MOUNTAIN CLIMBING and MOUNTAINEERING.

8. The letters "REF" above the call number mean:

____ (a) The book is shelved at the circulation desk because it is in great demand.

____ (b) The book is shelved in the reference room and may not be checked out.

____ (c) The book is shelved upstairs but may be checked out for one week only.

Name _____

UNIT IX

9. The "see also" card below indicates:

| DISASTERS<br>see also<br>EARTHQUAKES |
|---|

____ (a) The library does not use the subject heading DISASTERS. You need to look under EARTHQUAKES.

____ (b) The library has books listed under the subject heading EARTHQUAKES as well as under DISASTERS.

____ (c) The library has books listed under DISASTERS only and not under EARTHQUAKES.

10. Which of the following questions will not be answered by looking in the card catalog? (Check one or more.)

____ (a) Does the library have a copy of the book Shogun?

____ (b) Is there an article about computers in Science 80 magazine?

____ (c) Do we have material about the War of 1812?

11. Which word would you look under in the author/title card catalog to find the title card for the book The Best Football Games?

_____

12. Which files first in our card catalog?

(a) Check one: Newark _____ New Jersey _____

(b) Why does it file first? _____

_____

13. Suppose you could not find information on the specific subject of HUMPBACK WHALES, under what more general subject heading would you look?

_____

Name _____

UNIT IX

14. The following is an entry from Readers' Guide to Periodical Literature:

> SCHOOL and the community
> School principals and community power structure.
> J. W. Maguire Intellect 105:507-9 Nov '79

(a) Who is the author of the article? _____

(b) What is the title of the article? _____

(c) On what page does the article begin? _____

(d) Under what subject heading was the article found?

_____

(e) What is the date of the magazine? _____

(f) Does the article have illustrations? _____

(g) What does "105" refer to? _____

(h) In what magazine does the article appear? _____

15. Readers' Guide is printed in separate paperback issues which once a year are cumulated and bound in hard cover volumes. These paperback or unbound issues: (Check one)

____ (a) Each contain lists of articles from only one magazine such as U.S. News and World Report.

____ (b) Are each on a separate subject, such as PSYCHOLOGY or EDUCATION.

____ (c) Each cover a short period of time, such as January through March of a given year.

16. (a) What was the exact date of the 1983 article in the Los Angeles Times discussing the dangers of lightning?

_____

(b) Give the section number _____

(c) Page number _____

(d) Column _____

17. (a) How many articles are listed in the 1983 Los Angeles Times Index about the Salvation Army? _____

(b) What is the date of the article about the home in Oklahoma? _____

Name _____

UNIT IX

18. Which of the following is/are not true of our reference collection? (Check one or more.)

____ (a) The reference books are located in a special area of the library.

____ (b) Reference books may be checked out for three days only.

____ (c) Most reference books are designed to answer specific questions rather than to be read completely through.

____ (d) Reference books are organized by the same classification system as the regular collection.

19. Some reference books actually contain text giving the needed information; others are merely listings directing you to other sources that contain the needed information. Put a check mark in front of each reference tool listed below that merely directs you to other sources:

____ (a) World Almanac

____ (b) Biography Index

____ (c) Abridged dictionaries

____ (d) Readers' Guide

20. In the indexes of most encyclopedia sets, the number in dark print that comes first stands for the (a)_____ and the next number stands for the (b) _____

21. Put the matching number in left column.

____ (a) Bibliography

____ (b) Biography

1. A person's story of his own life.
2. Story of someone's life written by someone else.
3. A list of books and other materials that have some relationship to each other.
4. Bibliotherapy

Name _____

UNIT IX

22. Indicate by writing in a number from the right hand column the most appropriate reference book to use if you need the information shown in the left hand column.

| Number | | |
|---|---|---|
| ___ | (a) Short precise definition of a particular disease | 1. World Book Encyclopedia |
| ___ | (b) The history of a word with quotations showing how the word was used in previous centuries | 2. Mosby's Medical and Nursing Dictionary |
| ___ | (c) The number of drownings in the U.S. in 1980 | 3. Who's Who in America |
| ___ | (d) The address of a living American celebrity | 4. Webster's Third New International Dictionary |
| ___ | (e) An easily understood article on nuclear energy for a child with no scientific background | 5. Statistical Abstract of the U.S. |
| ___ | (f) Information on a famous person in early American history | 6. Biography Index |
| | | 7. Oxford English Dictionary |
| | | 8. McGraw-Hill Science and Technology Encyclopedia |
| | | 9. Dictionary of American Biography |

23. In Biography Index, v.12, Sept. 79-August. 82, the entry for John Lennon includes an article by Kesey. What is the title of the magazine in which that article appears?

_____

24. According to the World Almanac, who won the Heisman trophy in 1935? _____

25. The index to Book Review Digest is (check one):

By title only _____ By subject only _____

By title and subject _____

Name_____

## UNIT IX

26. Choose one subject from the following list:

JOGGING
EARTHQUAKES
ROCK MUSIC
SIGN LANGUAGE
CHILD ABUSE
SMOKING
TWINS

Subject chosen _____

For that subject, you will, in the spaces provided at the bottom of this page:

(a) Find the two most recent books in the card catalog.
(b) Using a hardbound Readers' Guide, find two magazine articles published within the last five years.
(c) Write an entry for one of the books and one of the magazine articles in correct form for a works cited list.

Fill in the information requested below:

| (a) | Book #1 | Book #2 |
|---|---|---|
| Author | | |
| Title | | |
| Publisher | | |
| Date of Publication | | |
| Place of Publication | | |
| Number of pages | | |
| Call number | | |

| (b) | Magazine Article #1 | Magazine Article #2 |
|---|---|---|
| Title of article | | |
| Author (if any) | | |
| Title of magazine | | |
| Date of magazine | | |
| Page on which article begins | | |

(c) Works Cited list (one book, one magazine article from above)

_____

_____

_____

_____

28. Have you filled out and attached your EVALUATION sheet?

Yes ___ No ___